

Agenda of Regular Meeting

The Board of Trustees Splendora ISD

A Regular meeting of the Board of Trustees of Splendora ISD will be held February 22, 2021, beginning at 6:30 PM in the Administration Building Boardroom, 23419 FM 2090, Splendora, Texas 77372.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

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If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on _____, at _____

For the Board of Trustees



STRATEGIC DIRECTION - *why we exist*

VISION Right People. Right Things. Right Way. Right Resources. Right Relationships

MISSION Cultivating Exceptional People

BELIEFS - <i>why we act</i>	PRINCIPLES
<u>Student-Focused</u> : We believe the greatest outcomes result when students come first.	<ul style="list-style-type: none"> • Be accountable. • Live with integrity. • Focus on student needs.
<u>Relationships</u> : We believe positive and supportive relationships create the conditions for students to be advocates in their education.	<ul style="list-style-type: none"> • Value each other.
<u>Culture</u> : We believe a healthy, collaborative culture fosters exploration and innovation in a supportive environment.	<ul style="list-style-type: none"> • Ensure a safe physical, emotional, + social environment.
<u>Servant Leaders</u> : We believe servant leaders and critical thinkers strengthen our community and democracy.	<ul style="list-style-type: none"> • Develop servant leaders.
<u>Learning</u> : We believe all students deserve high-quality, engaging learning experiences that honor the potential in each student.	<ul style="list-style-type: none"> • Create a dynamic learning environment.

LEARNER PROFILE

The Splendor ISD Learner Profile provides an educational setting where every student is empowered to be: Self Motivated, Confident, An Adaptable Learner, A Critical Thinker, A Productive Citizen

STRATEGIC GOALS

Goal 1: Establish a shared commitment to district beliefs, the need for continuous innovation, and a focus on the future.

Goal 2: Ensure the focus of school district activity is on improving the quality of learning experiences for all.

Goal 3: Enhance the capacity to increase student engagement through digital learning.

Goal 4: Enact a communication strategy that results in a common language and a shared commitment to student success.

Goal 5: Establish a culture that promotes social, emotional and physical well-being for all.

U.S. Pledge:

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Texas Pledge:

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."



**Splendor ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 22, 2021

Submitted Date: February 10, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible: Kevin Lynch

Department or Campus: Assistant Superintendent

Topic: Stantec's Proposal for Long Range Facility Planning and Bond Planning Services

Background Information: Stantec's Proposal for Long Range Facility Planning and Bond Planning Services

Attachments: Stantec Proposal

Superintendent's Resolutions: Reviewed



2021 Schedule | Long Range Master Planning

FEBRUARY MARCH APRIL MAY JUNE JULY AUGUST SEPTEMBER OCTOBER NOVEMBER DECEMBER

DEMOGRAPHIC STUDY

FACILITY NEEDS ASSESMENT

Campus walks and needs discussion + review of district lifecycle analysis

FACILITY NEEDS PRIORITIZATION
UTILIZATION STUDY
TECHNOLOGY ASSESMENT
EDUCATION SPECIFICATION

REVIEW STRATEGIC PLAN

Demographic snapshot released

FACILITIES MASTER PLAN

Demographic report released

Information review with School Board

DATA COLLECTION



2022 Schedule | Consensus and Campaign

JANUARY FEBRUARY MARCH APRIL MAY JUNE JULY AUGUST SEPTEMBER OCTOBER NOVEMBER

◆ Selection of Steering and Community Advisory Committee

**STEERING COMMITTEE +
COMMUNITY ADVISORY**



Steering Committee, responsible for direction of meetings
Community Advisory Committee meetings March, April, May

- #1 Discuss expectations, review district vision, update on previous bond
- #2 Report on Demographics, financial capacity, facility needs
- #3 Ranking of projects and needs
- #4 Discussion on financial implications and review of findings from rankings
- #5 Consensus, recommendation, and discussion of school board presentation

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→ ◆ Chair presents recommendation to the School Board June Meeting

→ ◆ School Board action July meeting

→ ◆ Deadline to call bond August 22nd

**BOND CAMPAIGN +
COMMUNICATIONS**

Ethics Training ◆

Weekly Meetings ◆

Last day to register to vote October 11th ◆

Election Day November 8th ◆

**CELEBRATE +
BOND OVERSIGHT**

District Information Campaign

- In tandem with persuasive campaign
- 10-week detailed timeline
- Weekly meeting, conduit of information
- Inhouse, on call, extension of your team
- FAQ's, general voting information, best practices, strategic messaging, website development, social media development, presentation development, graphic production
- Industry connections; voter analysis, survey companies, etc.



**Splendoria ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 19, 2021

Submitted Date: February 5, 2021

Agenda Business Items:

- Consent Agenda Item
(Board has acted on items such as this previously)
- New Action
(Board has not seen information previously and allows for more time to discuss)

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible:

Deitra Johnson

Department or Campus:

Communications Department

Topic:

Let's Talk Overview

Background Information:

We began the Let's Talk Program in August 2020. We have steadily increased each month to have a total of 433 dialogues (as of February 5, 2021). Our dialogue age (days) is .5 with a 9.5 customer experience rating (104 dialogues). In January 2021, we added the virtual assistant feature, but do not have enough data to report.

Attachments:

Let's Talk Presentation

Superintendent's Resolutions:

Presentation Only



LET'S TALK PRESENTATION

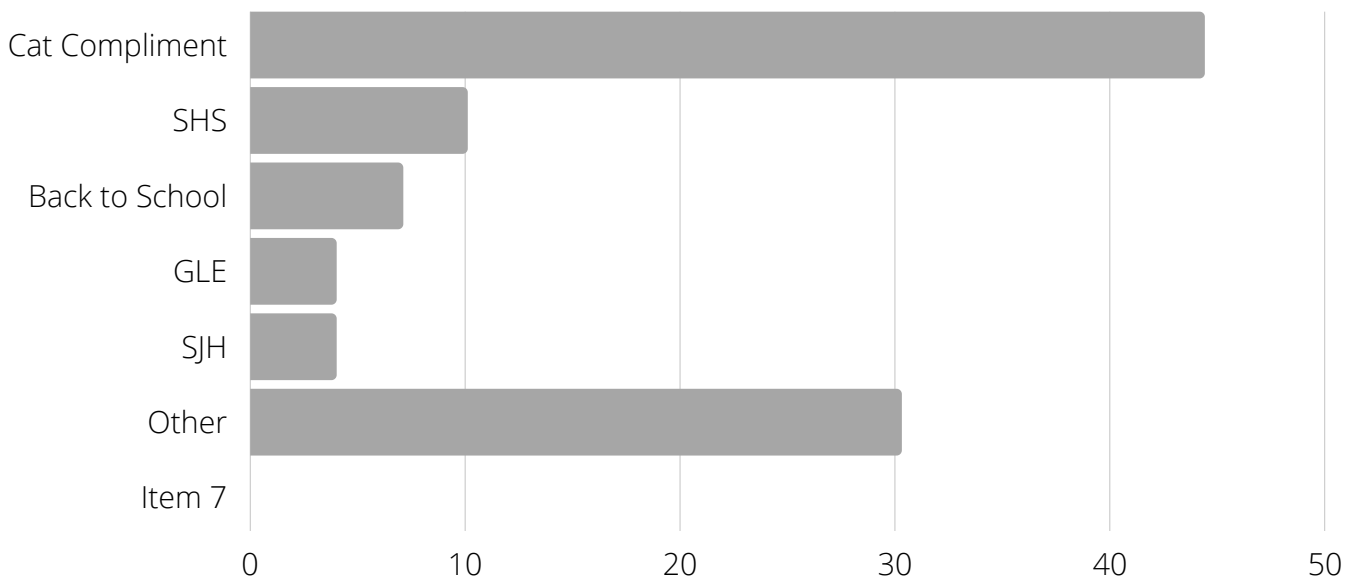


GOAL 4:

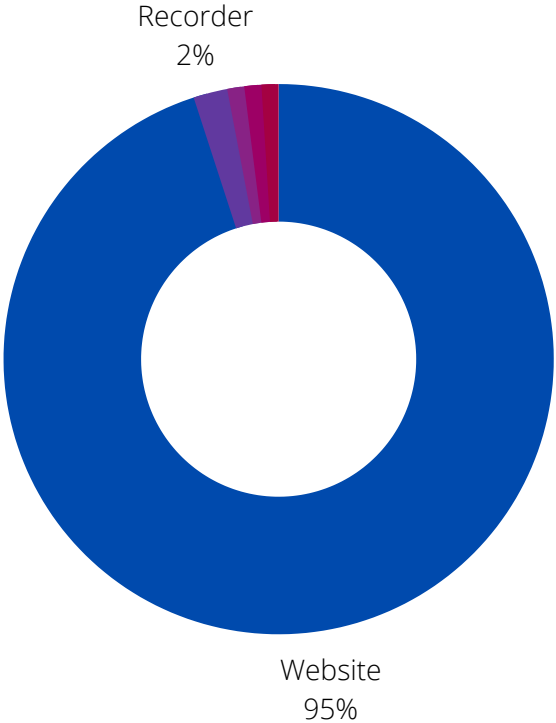
Onboard a systemic communication feedback loop that gathers and responds to real-time community (student, staff, parent, etc.) voice.

We began the Let's Talk Program in August 2020. We have steadily increased each month to have a total of 433 dialogues. Our dialogue age (days) is .5 with a 9.5 customer experience rating (104 dialogues). In January 2021, we added the virtual assistant feature, but do not have enough data to report.

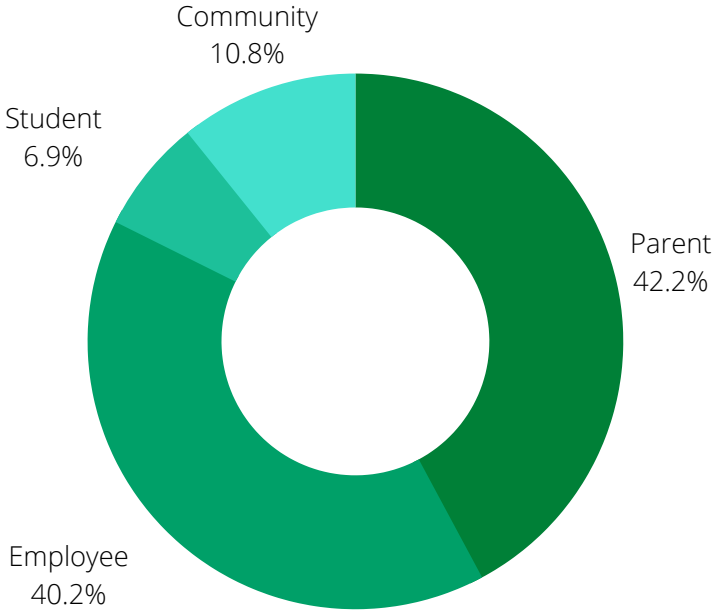
Top Interest Areas



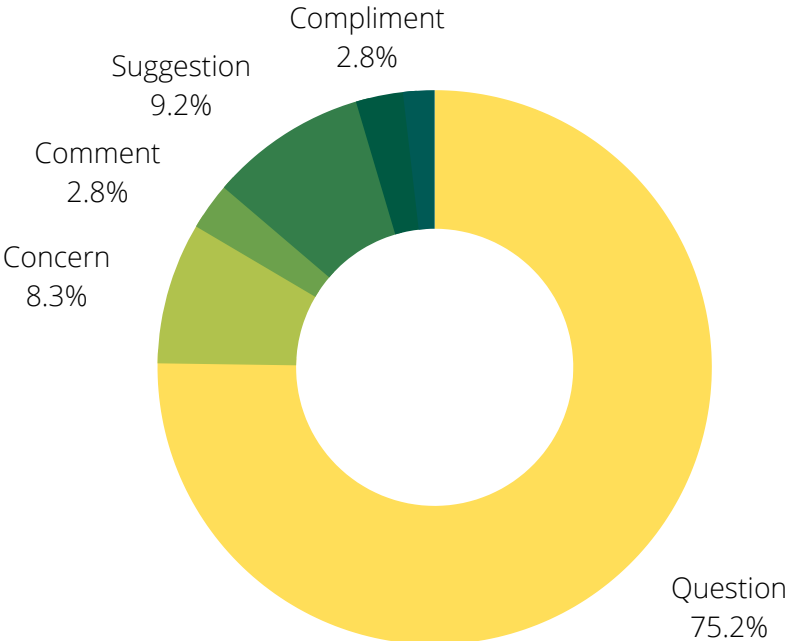
Dialogue Entry Point



Customer Type



Dialogue Type





**Splendoria ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 16, 2021

Submitted Date: February 8, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible: Nancy Montalbo

Department or Campus: Child Nutrition

Topic: Child Nutrition Board Report

Background Information: Each year Child Nutrition submits a board report that gives a snapshot of what we have been doing throughout the year, along with the amount of meals served through the first week in February and compares it to last year. Due to Covid, this year the report will focus on the financial impact it has had on the Child Nutrition program.

Attachments: Child Nutrition Report

Superintendent's Resolutions: Reviewed

Annual Child Nutrition Report for the 2020-2021

2019-2020 was a school year like no other. Child Nutrition had to adapt to a new way of delivering meals with little notice. **Amazingly, we still served a grand total of 248,708 breakfasts and 355,856 lunches.** See Chart Below.

Reimbursement Claims: Academic Year: 2019 - 2020 / Period: --ALL-- Claims Total: \$1,485,240.03								
Month	Breakfast	Lunch	SNP Amount	Dinner	CACFP Amount	Breakfast	Lunch	SFSP Amount
Jun-20			\$0.00		\$0.00	14083	1408	\$80,273.10
May-20			\$0.00		\$0.00	14879	1487	\$84,810.30
Apr-20			\$0.00		\$0.00	13508	1350	\$71,862.56
Mar-20	7947	12,242	\$48,517.01	353	\$808.46	7431	7702	\$43,305.20
Feb-20	29,912	46,160	\$181,983.65		\$2,630.28			\$0.00
Jan-20	29,116	45,653	\$178,360.29		\$1,668.88			\$0.00
Dec-19	22,528	35,212	\$136,669.19		\$1,134.20			\$0.00
Nov-19	27097	41118	\$160,737.65		\$345.84			\$0.00
Oct-19	33,398	50,598	\$195,645.50		\$0.00			\$0.00
Sep-19	29,603	44,430	\$177,495.92		\$0.00			\$0.00
Aug-19	19,206	30,271	\$118,992.00		\$0.00			\$0.00
Total	198807	305,684		353		49901	5017	
CLAIM PER PROGRAM		SNP	\$1,198,401.21	CACF	\$6,587.66		SFSP	\$280,251.16
July-20						2395 Breakfast	2395 Lunch	\$14,034.70

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Financial Impact

2019-2020 VS. 2018-2019

SY-2018-2019 we fed 284,866 breakfasts and 428,061 lunches. This year we served 36,158 less breakfasts and 72,205 less lunches. Last year between August/2019 to June/2019 we had a net loss of **\$83,426**. However, if you included summer school (June-July) revenue of \$94,307.80 and expenditures of \$12,823 for the SY 2019/2020 year we lost \$1,941.20.

2020-2021

- **Elementary Only**-This year we served 99, 515 breakfasts and 106, 307 reimbursable lunches. The difference of 10,269 breakfasts and 18,195 reimbursable lunches less than last year.
- **All grades**- Overall, we had a decrease in participation of 49,586 in breakfasts and 82,317 lunches than the prior year.
- Claims this year through January is \$875,159.88 in comparison to last year through January \$1,149,884.20. Difference between reimbursement dollars is \$274,724.32 from August through January.
 - Fortunately, we were able to mitigate the shortfall by reducing payroll cost and lowering our food cost with outside vendors by changing our menus to utilize more commodity foods. In addition, we received \$10,240.70 in bonus commodities. We also had no major purchases besides repairs.
 - By year end, I have forecasted that we will break even.
 - The budget for next year is based off of business as usual in the eyes of TDA. At this point we do not know if all kiddos will eat for free, therefore, we will have to see if the waivers are extended past June 30th.
 - Thankfully, the Child Nutrition fund balance is still healthy.

HIGHLIGHTS AND CHALLENGES

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HIGHLIGHTS

- The amount of support our department received from all the Campuses, Administration and our Board Members.
- We had 10 ladies that went above and beyond for our kiddos from the time our district went out for Covid-19 to July. These amazing ladies were able to mobilize curbside in a day. Delivery followed shortly after for households that could not make it to curbside.
- All kiddos eat for free through June 30th 2021.

CHALLENGES

- Weekly changes by Texas Department of Agriculture (TDA) that effected compliance, delivery of services, claiming procedures.
- High turnover in staff.
- Learning to cope with the ever changing CDC guidelines.
- Prices and product availability.
 - Packaging, glove shortages and other PPE shortages.
- Breakfast in the classroom
 - Training children nutrition staff and school staff.
 - Obtaining equipment in a short notice.

GOALS

- Feed all students that are in attendance a nutritious and delicious breakfast and lunch.



SPLENDORA HS AFJROTC

Summary:

67 students, 100 required per district / USAF contract

- Requirements waived this year (COVID)
- Most likely waived next year
- Only HS in Texas to allow 8th graders as part of a USAF pilot program

New initiatives this year

- ABUs for all students
- Marksmanship continued improvement
- Rocketry

Key Events:

- Cy Fair Rocketry Comp -- 6 Mar
- Porter, Cleveland, K Park – Competition here 27 Mar
- Promotion Ceremony / Change of Command – Apr 9
- Awards Night -- 23 Apr



MFR: AFJROTC Status Report 2020-2021

Splendora AFJROTC has had a productive year even with all the COVID restrictions and protocols. We are the first program in Texas to allow 8th graders in a JROTC program, to date the pilot program is working. Our numbers could be better, but we received approval late, after schedules had been made. The 8th graders we do have are energetic and positive. We purposely rolled them into our high school classes to have them interact with our high school students. Our older students have been wonderful at teaching them and including them in all aspects of our program. We have participated in Jr High pep rallies, and preformed an armed exhibition during 7th and 8th grade lunches. We do WIN classes each rotation where we show Jr High and High School kids some of the fun things we do in JROTC. The interest generated is positive so far. We are hoping we will see that positivity turn into numbers after schedules are made.

The marksmanship program we started last year is a great success, and is generating a lot of interest and participation with our cadets. I was hoping we would have some postal competitions this year, but as of today there have been none. Our best shooters are seniors so it's good they have been able to help train up our younger shooters before they graduate.

The other big initiative we started last year to help with recruiting was issuing ABUs to all our kids. Once again, this is a big success. We may have an issue next year due to the USAF no longer procuring ABU sage green boots. The active duty will complete their transition to OCP uniforms this month. This is good news for the ABU uniform availability, since there are still surplus uniforms but we are waiting on official guidance for boot orders.

We have a strong, engaged, and dedicated core of kids to move forward with for next year and we are hoping our efforts in the Jr High will help us reach our number next year.

Kevin Mertens, Lt Col, USAF (Ret.) Merts
SASI, Splendora HS AFJROTC



**Splendor ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 16, 2021

Submitted Date: February 8, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

**Name of Person Responsible: Kevin Mertens Lt Col, USAF
(Ret.), Senior Aerospace Science Instructor, Splendor HS**

Department or Campus:

Topic: AFJROTC

Background Information: Annual report

Attachments: Annual report

Superintendent's Resolutions: Reviewed



**Splendoria ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 16 , 2021

Submitted Date: February 9, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible: Colin Weatherly

Department or Campus: Police

Topic: Monthly Report and Updates

Background Information:

Attachments: Monthly Report(s)

Superintendent's Resolutions: Reviewed

February 2021 Police Report

- MONTHLY ACTIVITY DEC 2020
 - 2 Incident Reports (Assault/Drugs)

- SIGNIFICANT EVENTS
 - None

- PERSONNEL ISSUES
 - Total Personnel 8 (1 Chief, 1 Sgt, 6 officers)

- BUDGET ISSUES
 - None

- GENERAL ORDERS
 - Copy for Review

- FUTURE OF DEPARTMENT
 - Leadership Academy
 - Officers in Elementary Schools

MONTHLY PRODUCTIVITY REPORT

1/1/2021 to 1/31/2021

Assignment	Felony	Class A/B Misdemeanor	Class C (NoTickets)	Suspects Placed in Jail	Traffic Stops	Warnings	Moving Citations	Non Moving Citations	Parking	Primary Calls	Secondary Calls	Incident Reports	Accident Reports	Welfare/Residency Checks	Safety Checks	Crime Initiatives/ Community Service	Traffic Mobility	Admin Assignments	Training/Court Hours	Drills
Greenleaf	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	0	12	4	0	0
Patrol	0	0	0	0	1	1	0	0	0	5	1	0	0	0	39	0	7	23	0	0
Peach Creek	0	0	0	0	0	0	0	0	0	2	2	0	0	3	22	19	25	29	3	1
Piney Woods	0	0	0	0	0	0	0	0	0	0	0	1	0	1	49	0	0	15	18	0
Splendora High School	0	0	0	0	0	0	0	0	0	3	0	0	0	0	46	8	9	19	0	0
Splendora Jr High	0	0	0	0	0	0	0	0	0	3	0	0	0	0	76	5	15	16	0	1
Timber Lakes	0	0	0	0	0	0	0	0	0	3	0	1	0	1	33	19	24	11	20	1
TOTALS	0	0	0	0	1	1	0	0	0	16	3	2	0	5	283	51	92	117	41	3

Currently have 6 Officers, 1 Sergeant, 1 Chief

Splendor Independent School District Police Department

General Orders

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Updated March 1, 2021

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General Order	ISSUE DATE August 1, 2020	NO. 100-01
	REVISED DATE January 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: INTERNAL DIRECTIVES	

POLICY

Employees shall abide by all internal directives of the Splendora ISD Police Department. Internal directives are written policies and procedures established by the Chief of Police and published in the form of General Orders and Circulars. Violation of internal directives may be cause for disciplinary action.

This General Order and all internal directives apply to all employees.

No policy in these General Orders are meant to conflict with or diminish any policy written for all employees of the Splendora Independent School District as stated in the SISD Employee Handbook or district policies

Unless a provision of the SISD Employee Handbook or district policy directly conflicts with certain rights given specifically to police officers under federal, state, or local law all Police Department employees are subject to the rules and regulations set forth in SISD district policy and the SISD Employee Handbook, even if not specifically referenced in these General Orders. All employees are responsible for knowing and understanding SISD's policies and procedures.

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 Splendora ISD Police Department. Changes and exceptions to the General Orders may be made or approved by only the Chief of Police. Discipline for violations of the General Orders shall be administered as outlined in the department's corrective action guidelines.

General Order Series

Series Number	Series Title
100	Organization
200	Administration
300	Personnel Management
400	Equipment and Uniforms
500	Arrest and Detention
600	Operations
700	Evidence Control
800	Information and Records 24

Numbering

The Chief of Police 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."

Revisions

Any member of the department may suggest or recommend changes to the Chief of Police concerning the General Orders by forwarding the suggestion through their chain of command.

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 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. Each employee shall be provided a copy of the new specific General Order(s) that was revised and will acknowledge receipt through proper documentation.

2 CIRCULARS

A Circular is an informational document issued by the Chief of Police to announce legal matters, training issues, specific events, personnel openings, and other information that must be communicated departmentwide. Circulars may also be used to announce policy or procedural changes pending the addition, update, or revision of the appropriate General Order or Standard Operating Procedure. 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 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 15-0820-199 indicates the Circular was issued in 2015 on August 20 and was the 199th one issued that year.

Distribution and Archiving

The Chief of Police shall distribute Circulars. Each circular will be distributed to all employees of the department upon approval by the Chief of Police. The Chief shall also be responsible for saving Circulars for review.

General Order	ISSUE DATE August 1, 2020	NO. 100-02
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: DEFINITION OF TERMS		

POLICY

All department directives shall conform to the following terminology and definitions, unless a different definition is provided with the directive.

1 GRAMMATICAL USAGE

Gender. Use of a specific gender is inclusive of all genders.

Plurality of Words. The singular includes the plural and the plural includes the singular.

Tense of Words. The present tense includes the future tense.

2 ACRONYMS, INITIALISMS, AND TERMINOLOGY

The following acronyms, initialisms, and terminology are commonly used in department jargon.

CFS	Calls For Service
Department	Splendora Independent School District Police Department
District	Splendora Independent School District
IA	Internal Affairs
ISD	Independent School District
HR	Human Resources
SISD	Splendora Independent School District
TCOLE	Texas Commission on Law Enforcement

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	100-03
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: DEPARTMENTAL MISSION, CORE PRINCIPLES, AND ETHICS		

POLICY

The department shall seek to state its mission, core principles, and ethics, and to adhere to these standards and communicate them to its employees. The Splendora ISD Police Department shall design and evaluate its activities on the basis of these standards. The conduct of all employees shall be compatible with the stated mission, principles, and ethics. This General Order applies to all employees.

1 DEPARTMENT MISSION

The Splendora ISD Police Department was established by the school board and superintendent of Splendora ISD and exists to provide services to the students, staff, and community of the district. The department's mission statement describes both the fundamental reasons for existing and general activities in which the department shall engage.

The mission of the Splendora ISD Police Department is to support the district's students, teachers, staff, and community by providing a safe environment through prevention, communication, accountability, transparency, and relationships in order to help cultivate exceptional people.

2 CORE PRINCIPLES

The core principles of the Splendora ISD Police Department follow that of Splendora ISD which are as follows:

- a. Create a dynamic learning environment
- b. Ensure a safe physical, emotional, and social environment
- c. Be accountable
- d. Value each other
- e. Live with integrity
- f. Develop servant leaders
- g. Focus on student needs

3 LAW ENFORCEMENT CODE OF ETHICS

It is expected that all employees' conduct be compatible with the department's Law Enforcement Code of Ethics as follows:

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all people to liberty, equality, and justice. I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession... law enforcement.

4 OATH OF OFFICE

Employees shall conduct themselves in accordance with the Oath of Office to which each officer has sworn as follows:

I, (Name), do solemnly swear that I will faithfully execute the duties of police officer of the Splendor Independent School District, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this state and city, so help me God.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	100-04
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: JURISDICTION AND AUTHORITY		

POLICY

The department is established by state law and local ordinances and consists of a Chief of Police and other full time officers and non-sworn employees as determined by the SISD’s Board of Trustees. The chief executive of the police department is the Chief of Police, appointed by and subordinate to the Superintendent. The Chief, in turn, appoints police officers who are charged with enforcing the laws of the State of Texas and all local ordinances.

1 JURISDICTION

The Splendora ISD police jurisdiction includes all territory within the boundaries of the District and all property, real and personal, outside the boundaries of the District that is owned, leased, or rented by the District or otherwise under the District’s control.

2 AUTHORITY

All Splendora ISD Police officers have completed the basic peace officer standards required by TCOLE and have obtained at least a Basic Peace Officer license from TCOLE.

Peace officers employed by the District have the same authority, powers, privileges, and immunities as bestowed on all Texas peace officers while on or off duty.

Splendora Independent School District Police Officers shall have the authority granted to peace officers under Section 37.081 of the Texas Education Code, and Article 2.13 of the Texas Code of Criminal Procedure. Officers shall make lawful arrests as provided by Article 14, Texas Code of Criminal Procedure, and perform such other tasks and duties as provided by law, the Department’s General Orders, and other authority.

Officers have arrest authority anywhere within the State of Texas, however the exercise of that authority will be limited when outside the district to those situations involving a felony or the use of violence or threatened use of violence against a person, and then only to the extent that the officer is able to safely intervene.

While officers have full authority to make arrests, issue summonses, and use force in enforcing the law, officers are also expected to use discretion and common sense in the application of this authority. Officers should always seek the least intrusive level of intervention appropriate to preserve the peace and protect the public safety.

General Order	ISSUE DATE August 1, 2020	NO. 200-01
	REVISED DATE January 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: EMPLOYEES FACING LEGAL ACTION	

POLICY

Employees notified of any civil or criminal action pending against them as a result of their employment with the Splendora Independent School District shall immediately inform the Chief of Police in writing. Employees shall also notify the Chief of Police in writing of any pending criminal action against them that is not a result of their employment with the Splendora Independent School District. Officers shall notify the Chief of Police in writing of any civil action that arises from their actions at any extra employment or while taking action in their capacity as a peace officer.

This General Order applies to all employees.

1 PROCEDURES

Police through the employee's chain of command. The employee should keep back-up copies of all papers. The Chief of Police shall notify the Splendora Independent School District Human Resources When employees are notified that a civil or criminal action is pending against them as described in the above Policy statement, they shall notify the Chief of Police in writing. The employee's original letter along with copies of all documentation shall be immediately sent to the Chief of Police.

2 PENDING CRIMINAL INVESTIGATION

Employees who become aware they are under investigation for any criminal matter by any lawfully authorized agency other than the department's Internal Affairs shall immediately notify the Chief of Police in writing. Employees charged with a crime shall monitor the status of their criminal charges and immediately notify the Chief of Police if there are any changes. Employees who are relieved of duty shall follow the procedures as outlined in General Order 200-02, Investigation of Employee Misconduct.

3 LEGAL REPRESENTATION IN CIVIL ACTIONS

Employees involved in civil actions resulting from their employment with the school district, have the right to representation by the school district or an attorney of their choice. Employees shall inform the Chief of Police of their choice of legal counsel in their notification letter. Employees shall include the following information in their notification letter to the Chief of Police: date, time, and method by which they were served; their shift, current assignment, office telephone number; and an affirmative statement requesting Splendora Independent School District representation or a statement that they will retain their own legal counsel and will not use the school district.

4 NOTICE OF ARREST OR CITATION

Employees who are the subject of an arrest action shall immediately notify the Chief of Police of their location and the charge. Employees shall notify the Chief of Police in writing upon their release from custody. Employees receiving traffic citations shall immediately notify their immediate supervisor in writing via their chain of command and forward a copy of the citation with the correspondence.

General Order	ISSUE DATE August 1, 2020	NO. 200-02
	REVISED DATE January 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: INVESTIGATION OF EMPLOYEE MISCONDUCT	

POLICY

The department shall investigate all incidents of alleged misconduct brought to its attention. All employees, regardless of rank, assignment, or function, are required to cooperate in the investigation of complaints. The department's disciplinary system shall be governed in accordance with all applicable state and federal law and shall be guided by the Splendora Independent School District Police Department corrective action guidelines.

This General Order applies to all employees

DEFINITIONS

Reasonable Opportunity. This shall be generally construed as to allow sufficient time to locate counsel or a representative, review the interrogatories and related documents, and obtain advice. However, this always depends on time and circumstances.

Retaliation. Conduct or decisions that a reasonable employee would view as materially adverse and whose purpose or effect is to discourage employees from exercising their rights under policy or under the law. These rights include filing a complaint under policy; filing a complaint with an external government agency such as the Equal Employment Opportunity Commission (EEOC); assisting another employee in the filing of a complaint; providing information during an investigation or testifying in a legal proceeding; or otherwise opposing conduct prohibited by policy.

Types of Complaints

Formal Complaint. A complaint in writing, signed and notarized by a complainant, or a complaint made by a peace officer.

Informal Complaint. Oral or unsigned complaint.

Classes of Complaints

The Chief of Police shall classify all complaints in accordance with the following:

Class I Complaints. Alleged violations of federal or state laws or local ordinances, or alleged use of excessive force (e.g., hitting, slapping, kicking, striking with an object, causing pain, or some other excessive force resulting in bodily injury)³All Class I complaints shall be formalized and forwarded to the Chief of Police. If there are any questions as to how a complaint is to be

classified, supervisors shall contact the Chief of Police. All Class I complaints will be investigated by an outside law enforcement agency due to the current size of the Splendora ISD Police Department and to maintain integrity and transparency.

Class II Complaints. Complaints involving alleged violations of department or district policies or those that are not criminal in nature.

Dispositions of Complaints

Exonerated. Incident occurred but was lawful and proper.

Never Formalized. Complainant did not submit a formal sworn statement.

Not Sustained. The evidence was insufficient to either prove or disprove the allegation.

Sustained. Evidence is sufficient to prove the allegation. Any sustained allegation, regardless of its classification, may form the basis for disciplinary action.

Unfounded. Allegation is false or not factual

1 EMPLOYEE PROCEDURES

All complaints coming to the attention of an employee shall be reported to the employee's immediate supervisor. Retaliation in any form is strictly prohibited. Any employee found to have retaliated against any employee or non-employee shall receive disciplinary action up to and including indefinite suspension. Employees who receive information about or observe incidents involving unnecessary or excessive use of force, misconduct, violations of criminal statutes, or abuse of authority by any other employee shall first take immediate action to protect citizens. Employees who receive such information shall report the incident to their immediate supervisor. If there is a need to protect the confidentiality of the information, reporting employees may bring the matter directly to the Chief of Police. If a complainant is anonymous, the employee receiving the anonymous complaint must certify under oath the complainant was in fact anonymous.

2 SUPERVISOR PROCEDURES

Supervisors shall take an active role in the development, motivation, and when necessary, discipline of employees they supervise. Supervisors have broad discretion when implementing the disciplinary process. When receiving complaints, supervisors shall:

Accept complaints from third party witnesses to an incident.

Accept and record phone-in complaints that involve allegations of serious misconduct (Class I). Other phone-in complaints shall be advised to make the complaint in person in order that a notarized statement can be obtained with the complaint. Supervisors may also advise complainants they can mail their notarized statement with specific details of the incident directly to the Chief of Police.

If an involved employee is present at the complaint scene, supervisors shall not allow the employee to leave until authorized by the Chief of Police.

Supervisors have the right, duty, and responsibility at any time to inquire as to the facts of a circumstance or situation in order to make management, operational, administrative, or organizational decisions.

If the inquiring supervisor becomes the complainant in a Class I or II complaint, the same inquiring supervisor may not participate in the process of recommending discipline for the violation.

Supervisors should keep in mind that job performance and productivity issues do not equate to disciplinary issues. Concerns regarding an employee's job performance and productivity, or lack thereof, should not be handled through the disciplinary process. Job performance and productivity issues should be addressed by implementing appropriate management techniques (e.g., scheduled and unscheduled job performance reviews). Discovered violations of department policy while addressing job performance or productivity concerns should be handled through the disciplinary process.

3 INVESTIGATIVE RESPONSIBILITIES

All Class I allegations against an employee shall be investigated by an outside law enforcement agency.

All Class II allegations against an employee shall be investigated by the Splendora ISD Police Department unless otherwise determined by the Chief of Police. For investigations performed by the police department, the Chief of Police will appoint an appropriate investigator.

The concerned employee and the complainant shall be notified in writing by the Department whenever a complaint has been received and filed. Complaints against police officers must be in writing and signed by the person making the complaint. *See Government Code, Section 614.022.* A signed statement or memorandum from a supervisor or other employee with knowledge of the facts or circumstances may fulfill the requirement of a signed complaint. Complaints against police officers must be presented to the officer within a reasonable amount of time after the complaint is filed. *See Government Code, Section 614.023.* A copy of the complaint shall also be provided to the district's Director of Human Resources.

The requirement of a written complaint shall be implemented in a manner that does not impair the rights of disabled persons, children, and others who may be incapable of preparing a written, signed statement. Additionally, nothing in this General Order shall preclude a complainant from submitting a complaint through an authorized legal representative.

Employees have no expectation of privacy or entitlement to personal privacy in district computers, telephones, cell phones and other electronic equipment, vehicles, radios, desks, filing cabinets, and offices. Additionally, regardless of whether an employee can demonstrate the existence of a reasonable expectation of privacy in a work location, searches of that work space for non-criminal investigations or work-related misconduct may occur when the investigator has a reasonable suspicion that misconduct occurred and when the search is reasonable in scope.

Every investigator assigned to investigate a personnel complaint shall proceed with due diligence. The investigator shall prepare a written report that summarizes the allegations and the evidence. The report shall contain findings of fact or state why a finding of fact is not possible. The report shall identify evidentiary exhibits (e.g., recordings, emails, photos, documents) that are material to the findings. All exhibits shall be retained with the investigation file. All investigation files shall be retained in accordance with the school district's records retention schedules.

The investigator shall provide a copy of the report to the employee's supervisor and the Chief of Police. The Chief of Police or designee shall determine whether the fact findings warrant termination, discipline, or other action.

The Chief of Police or designee shall notify employees and complainants in writing of the disposition of Class I and II complaints.

No employee, regardless of rank, assignment, or function, shall contact or interfere with personnel or other department investigators regarding ongoing administrative or criminal investigations of any employee.

4 PRE INTERROGATION PROCEDURES

If the complainant to an incident does not verify the complaint in an affidavit, an investigation may still be conducted. However, the employee cannot be required to respond to an interrogation. Employees who are the subject of the following types of complaints may be required to respond to an interrogation.

- a. When a peace officer is the complainant. (No affidavit is necessary.)
- b. If a third-party witness of police misconduct is a complainant.

If employees inquire, they must be told the identities of all investigators taking part in their interrogation.

If the investigator or the employee intends to record the interrogation, prior notification must be given to the other party.

48-Hour Notice

Supervisors have the right, duty, and responsibility at any time to inquire as to the facts of a circumstance or situation in order to make managerial, operational, administrative, or organizational decisions. Therefore, a 48-hour notice is not required before discussing the original infraction with an employee. The department shall provide employees with a 48-hour notice of the time and location of a meeting or hearing (including interviews and interrogations) that is administrative in nature.

Any employee under investigation for a Class II violation shall be required to receive only one Notice of Interrogation at least 48 hours prior to the first interrogation in any form. Any subsequent interrogation of the same employee on the same complaint or any extension or collateral issue related to the same complaint, shall require the employee be afforded a reasonable opportunity to consult with counselor a representative before responding to such subsequent interrogations. A 48-hour notice may be voluntarily waived. If an investigator is conducting an investigation at the scene immediately after an incident occurred, the investigator may proceed with the investigation and furnish the concerned employee with written notification as soon as possible.

Requirement to Answer Questions

Employees may be directed to answer questions pertaining to their work conduct. An employee who declines to account for the performance of his or her duties is subject to discipline, including termination. Employees, however, will not be required to give up their right against self-incrimination under the Fifth Amendment. Incriminating information obtained from a compelled interrogation will not be used in a subsequent criminal proceeding. However, the privilege against self-incrimination would not bar dismissal from employment when an employee is not required to waive immunity from prosecution but still refuses to answer questions directly related to his or her employment. See *Garner v. Broderick*, 392 U.S. 273 (1968).

Time, Place, and Length of Interrogations

Employees may be interrogated only during their normal duty hours, unless the Chief of Police determines the seriousness of the investigation requires interrogation at another time. If employees are interrogated during a time other than their normal duty hours, they shall receive overtime for that period. The Chief of Police shall not hold employees responsible for normal duty time missed because of their required participation in an investigation.

Employees shall not be interrogated at their home without their permission. The interrogation shall not be unreasonably long and provision must be made for physical necessities.

Photographs Taken of Employees

An employee can be required to be photographed to aid in conducting investigations in which the identity of the employee is in question or when it is necessary for comparison with other photographs.

Submission to Examination

Employees can be required to submit to a medical or laboratory examination at the department's expense as part of an internal investigation.

5 DISPOSITION OF CASE

After the Chief of Police receives the file of a completed investigation, the Chief of Police will:

- a. Decide the disposition of the allegations (exonerated, never formalized, not sustained, sustained, or unfounded), impose any recommended discipline, or impose other disciplinary action; or
- b. Return the case to the investigator division for further investigation.

After the final recommended disposition is signed by the Chief of Police, the Chief or designee shall notify the employee of the disposition of the complaint in writing.

Employees may file complaints or grievances relating to any employment decisions pursuant to district policy. See District Board Policy DGBA (Local).

If the recommended discipline is termination, the Chief of Police shall have the affected employee relieved of duty and shall allow a meeting with the affected employee. At the meeting, employees shall be allowed to state their case before the Chief of Police makes a final decision.

In those cases, the police identification, badge, and business keys shall be confiscated and stored in the police office.

Relieved of Duty

The Chief of Police may relieve an employee of duty at any point during the course of a misconduct investigation, especially when allowing an employee to remain on duty may compromise the integrity of the department. The employee shall receive written notice of the reason(s) the employee is being relieved of duty. If any supervisor becomes aware of a situation requiring an employee to be relieved of duty, the supervisor shall immediately contact the Chief of Police or designee. When an employee is placed on relieved-of-duty status, the supervisor (and the employee when practical) shall sign a letter explaining what is expected of the employee. A copy shall be given to the employee.

The supervisor shall take custody of the following items from the employee:

- a. Official police identification
- b. Badge
- c. Other Security identification
- d. Business Keys

These articles shall be kept in the police office.

Return to Duty

Upon notification and instruction by the Chief of Police, a supervisor shall formally reinstate an employee who is relieved of duty. The supervisor receiving the information shall prepare a Return to Duty letter advising the affected employee of his or her status. Employees shall contact their supervisor to return their department issued property.

At Will Status

Nothing in this general order alters an employee's at will employment status as defined by Splendora ISD policy.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	200-03
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: ASSISTANCE TO EMPLOYEES INVOLVED IN CRITICAL INCIDENTS		

POLICY

The Splendora Independent School District Police Department is concerned about the well-being of all of its employees and recognizes that the psychological impacts of a critical incident may extend beyond the moment of the actual incident.

The district’s counselors provide post-critical incident intervention for any employee who sustains a serious injury, is exposed to a critical incident, or causes death or serious injury to another, or for any other circumstance as determined by the Chief of Police.

This General Order applies to all employees

DEFINITIONS

Counseling. Professional guidance provided by a counselor to address, explore, and resolve problems or complaints identified by the individual or the counselor by using various psychological techniques and strategies.

Critical Incident. A work-related event that is extraordinary in nature with an expectation of producing a significant reaction on the part of an employee. An employee may be directly or indirectly involved with the critical incident and suffer a physical or psychological injury as a result.

Post-Critical Incident Intervention. A stress management session with a counselor to provide support, education, and an informal assessment to reduce the probability of long-lasting psychological and emotional problems resulting from a critical incident. The intervention is also designed to screen for unusual circumstances (past or present) that could intensify the impact of a critical incident on an employee.

1 GUIDELINES AND REGULATIONS

Special Duty Status

Any employee, whether on or off duty, who causes death or serious injury to any person, shall immediately be placed on temporary restricted duty for a minimum of three workdays. Restricted duty shall include non-street and limited police-service citizen interaction assignments.

These assignments are intended to protect employees from potential emotional and psychological problems that might arise should they become involved in another critical incident before the first incident is addressed. The Chief of Police may authorize special duty status for officers who discharged their firearm and the discharge did not cause death or serious injury. Special duty status shall be authorized if it is in the best interest of the officer or the department.

Extra Employment Restrictions

An employee shall not work any police-related extra employment during the entire period of special duty status. If an employee is relieved of all duties, the employee shall not work any extra employment until the employee is returned to full duty status by the Chief of Police.

2 POST CRITICAL INCIDENT INTERVENTION

If an employee, whether on or off duty, causes death or serious injury to another person, the employee shall contact a district counselor within two business days to schedule a post-critical incident intervention session. The employee's appointment shall be no later than one week after the date of the critical incident. Employees who are injured in a critical incident shall call for an appointment with a counselor upon or before returning to duty. Employees are not required to wait until returning to duty and are encouraged to call as soon as possible after the critical incident.

3 RETURN TO DUTY

Before returning an employee to active duty from special duty status, the employee's supervisor, shall consult with the counselor and then meet with the employee to confirm the employee is fit to return to active duty.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	200-04
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: POLITICAL ACTIVITIES		

POLICY

This General Order provides guidelines for all employees to follow regarding involvement in political activities. It is not the intent of this General Order to restrict any employee's right to lawfully participate in the political process as a citizen of the United States.

This General Order applies to all employees

1 INTERFERENCE WITH LAWFUL ACTS

Employees shall not prevent or obstruct any citizen from lawfully participating in the political process

2 SEEKING ELECTIVE OFFICE

Any employee seeking elective office shall notify the Chief of Police of the employee's candidacy by submitting correspondence through the chain of command and include in such correspondence:

- a. A statement of understanding that no activities related to seeking elective office will be performed on duty or while wearing a department uniform.
- b. A statement of understanding that no Splendora ISD resources or materials will be used for seeking elective office.

3 CAMPAIGNING AND PUBLIC COMMENTS

Employees who are on duty or wearing a department uniform shall not take an active part in any person's campaign for an elective position. This includes, but is not limited to, making political speeches, passing out cards or other political literature, writing letters, signing petitions, soliciting votes, or making public derogatory remarks about candidates for such elective positions.

Employees shall not use school district equipment to engage in any political advocacy. This includes, but is not limited to, school district owned or controlled copiers, computers, fax machines, and email systems. In addition, employees shall not use school district equipment to blog, text, tweet, or post on social media for purposes of political advocacy.

Employees who are on duty shall not publicly announce opinions regarding any political matter that could be construed by any person as an official opinion of the Splendora Independent School District Police Department.

Employees who are off duty shall not appear in a department uniform when expressing their personal political opinions or when representing any group. Employees shall not distribute or display flyers, posters, pamphlets, etc. in support or defeat of a proposition or candidate in or on school district facilities.

Employees shall not use their office in any manner for the purpose of furthering their own or another's political campaign interests. Employees shall not appear in any political advertisement, whether in print or on video, wearing any portion of a department uniform (or any other uniform that resembles what is issued by the department).

Employees while wearing a department uniform shall not attend political rallies, functions, or events unless their presence is pursuant to official police business or an approved police related extra employment. When an employee's presence in uniform at a political rally, function, or event is pursuant to official police business or an approved police-related extra employment, employees shall not publicly announce opinions or act in a manner that could be construed by any person as an official opinion of the Splendora Independent School District Police Department for or against a particular candidate or issue.

4 SEEKING PERSONAL PREFERMENT

Employees shall not solicit petitions, seek influence, or request the intervention of any person outside the Splendora Independent School District Police Department for purposes of personal preferment, advantage, transfer, advancement, promotion, or change of duty for themselves or for any other person.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	200-05
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: CONDUCT AND AUTHORITY		

POLICY

Officers, regardless of rank or assignment, while in the state of Texas are required to take prompt, effective, and appropriate police action with respect to violations of the law coming to their attention. Officers shall adhere to this policy, whether they are on or off duty, unless doing so would compromise the safety of an employee or citizen.

Employees are held accountable for the manner in which they exercise the authority of their office or position. Reasonableness and sound judgment shall dictate the actions of all employees along with the boundaries of authority provided by federal, state, and local law, and the policies and procedures of the Splendora ISD Police Department.

Certain provisions of this General Order may not be applicable in undercover police assignments specifically authorized by the Chief of Police. However, in determining such applicability, officers shall be strictly accountable for justifying their actions. Violations of this policy may result in discipline up to and including indefinite suspension.

This General Order applies to all employees.

1 CONDUCT AND BEHAVIOR

Personal Conduct

Employees shall exhibit professional conduct at all times and shall not engage in any activity, including unlawful activity, that would degrade or bring disrespect to the employee or the department.

Employees shall not communicate in any manner, directly or indirectly, any information that may delay an arrest or enable persons guilty of criminal acts to escape arrest or punishment, dispose of property or goods obtained illegally, or destroy evidence of unlawful activity.

Employees shall not join, participate with, or frequent any organization that advocates, incites, or supports criminal acts or criminal conspiracies.

Association with Criminals and Others

Employees shall not knowingly commence or maintain a relationship with or associate with

convicted criminals or any person who is under criminal investigation, indictment, arrest, or incarceration by any criminal justice agency, excluding traffic or municipal ordinance violations.

Employees shall avoid regular or continuous association with any person possessing a notorious reputation in the community.

Exceptions to the above restrictions are limited to employees performing their official duties or unavoidable family relationships.

Respect for Others

Employees shall respect the rights of individuals and shall not engage in discrimination, oppression, or favoritism whether by language, act, or act of omission.

Employees shall maintain a civil and impartial attitude towards both complainants and violators. Employees shall be courteous, civil, and respectful to all department employees and citizens, and shall not use threatening or insulting language.

Employees shall not discriminate against anyone on the basis of race, sex, gender, sexual orientation, religion, age, disability, or any other protected characteristic.

Use of Discretion

When neither law nor district policy provides clear guidance regarding a particular situation, employees shall exercise discretion in choosing the appropriate action. Employees shall make decisions based on sound judgment and the principles set forth in policies and procedures of the department. Discretion shall be exercised in such a manner that employees can reasonably assume that upon review their conduct shall be judged sound and reasonable by their supervisors.

Employee conduct shall always be consistent with the department's mission, core principles, ethics, and any instructions given by the employee's supervisors.

Sound Judgment

Employees are expected to exercise sound judgment at all times. Employees' behavior shall be limited to conduct that is reasonable and prudent. No employee shall commit any act on or off duty in an official or private capacity that may bring reproach, discredit, or embarrassment to the department.

Conflicts of Interest

If an employee has a personal interest, direct or indirect, financial or otherwise, in any decision pending before such employee or a body or group of which the employee is a member, the employee shall not participate in the consideration of the matter. If such employee is in attendance at such meeting, he or she shall publicly disclose⁴⁴ a conflict of interest to the body or group prior to any determination of the matter.

An employee shall not negotiate for or accept future employment or extra employment with any person, firm, association, or corporation that has a substantial interest in any proposed ordinance or decision within such person's area of responsibility and upon which the employee may or shall act or make a recommendation.

Disruptive Activities

Employees shall not perform any action that may disrupt the performance of official duties or obligations of employees of the department or that tends to interfere with or subvert the reasonable supervision or proper discipline of employees of the department.

Investigative Cases or Operations

Employees shall not interfere with cases assigned to others. Employees shall not interfere with the work or operations of any unit in the department or the work or operations of other government agencies.

Employees against whom a complaint has been made shall not attempt, directly or indirectly, by threat, appeal, persuasion, or payment of money or other consideration to secure the abandonment or withdrawal of the complaint, charges, or allegations.

When directed by a competent authority to make a statement or furnish materials relevant to a department investigation, employees shall comply with the directive.

All department personnel shall cooperate fully with any authorized persons conducting audits of department operations or activities.

Criticism of the Department

Employees shall neither publicly nor at internal official meetings criticize or ridicule the department or any of its policies, District officials, or other employees by speech, writing, or other expression that is defamatory, obscene, or unlawful, or that undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.

Giving Testimonials and Seeking Publicity

Employees acting as an agent of or representing the department in any way shall not give testimonials or permit their names or photographs to be used for commercial advertising purposes. Employees shall not seek personal publicity either directly or indirectly in the course of their employment.

2 TRUTHFULNESS

Employees shall not make false, untrue, or misleading statements (verbal or written, made directly by or authorized by the employee). Any statement or omission of pertinent information that intentionally, knowingly, or recklessly misrepresents facts or misleads others shall be considered a false statement. A violation of this policy may result in discipline up to and including indefinite suspension.

3 KNOWLEDGE OF AND OBEDIENCE TO LAWS AND DEPARTMENT DIRECTIVES

Employees shall know the laws and ordinances they are charged with enforcing and all department orders, directives, duties, and procedures governing their specific assignments. Each day while on duty and immediately upon returning from an absence, employees shall study and become familiar with the contents of recently issued communications and directives.

Employees shall abide by the laws of the jurisdiction in which they are located. Employees shall also abide by the laws and rules of the various governmental entities that have jurisdiction over affairs in which the employees are engaged (e.g., Texas Commission on Law Enforcement).

4 PERFORMANCE OF DUTY

Attention to Duty

Employees shall be attentive to their duties at all times. Employees shall perform all duties assigned to them. Officers while on duty shall not conceal themselves except for a police purpose. Employees shall keep themselves immediately and readily available at all times while on duty. Sleeping on duty is prohibited.

Employees shall cooperate, support, and assist each other whenever necessary. Employees shall not devote any of their on-duty time to any activity that is not directly related to their duties, unless approved by a supervisor.

Employees shall promptly report for duty properly prepared at the time and place required by assignments, subpoena, or orders. Employees shall remain at their posts or place of assignment until properly relieved by another employee or until officially dismissed by a Supervisor.

Notes and Reports

Employees shall maintain written notes on police matters such as calls for service, arrests, and investigations. The information contained in these notes shall be sufficient to the extent that it will assist with the completion of official reports and will allow for the employee to accurately testify in official proceedings. Employees shall retain these written notes (field notes) and make them available to the prosecutor upon request. Investigators shall include the written notes or notes taken during the course of an investigation in the appropriate investigative file so they can be retrieved by the Department or the prosecution.

Unless otherwise directed, employees are responsible for ensuring that all reports are properly entered and uploaded in the department's records management system before going off duty.

Reporting Crashes and Injuries

Employees shall immediately report all on-duty traffic crashes in which they are involved, all personal injuries received in the line of duty, and any illness or personal injury not received in the line of duty but that is likely to interfere with the performance of their official duties. Employees shall immediately report all property damage or injuries to other persons that resulted from the performance of their duties.

Reporting Address and Telephone Number

All employees shall have a working personal telephone and shall register their correct residence address and telephone number with the department.

Firearms

All officers are required to carry an approved primary weapon while on duty. All weapons carried by officers in the performance of their official duties shall be registered with the department. Required registration information shall be kept current. See also General Order 400-05, Firearms Qualification and Control.

Dealing with Citizens

Employees having contact with the public shall promptly serve the public by providing direction, counsel, and/or assistance, and shall not interfere with the lawful business of any person. Employees shall not use their official positions to intimidate persons engaged in a civil controversy.

Employees shall attempt to respond to each inquiry or request for assistance personally and shall not refer any citizen to another department, division, or person when the employee has the capability to assist that citizen.

Officers shall give their names, unit numbers, and other pertinent information to any person requesting such facts unless doing so would jeopardize the successful completion of a police assignment.

Duty to Respond

Employees shall respond to the call of citizens or other employees in need of assistance. All employees shall perform their official duties promptly and thoroughly and shall respond without delay to calls for police service

Employees shall promptly report all crimes, violations, emergencies, incidents, dangers, hazardous situations, or police information that come to their attention. Employees shall not conceal, ignore, or distort the facts of such crimes, violations, emergencies, incidents, situations, or information.

5 OFF-DUTY INTERVENTION PROTOCOL

In determining the appropriate police action to take, off-duty officers shall consider the totality of the situation. Off-duty officers shall consider the offense involved, the operational and tactical difficulties that being off duty presents, and any other factors observed by the off-duty officer.

Off-duty officers who do not intervene in a situation shall in their best efforts try to be a good witness, unless exigent circumstances exist. If off-duty officers dressed in plainclothes see a criminal act in progress and intervene, officers shall identify themselves as a Splendora ISD Police Department officer and communicate their intent to stop the criminal act. At the moment of intervention, any action taken by the officer shall be governed as if the officer is on duty.

When off-duty officers are outside the limits of their jurisdiction, but within the state of Texas, they shall assist any law enforcement officer who appears to be in need of immediate assistance by providing any action necessary to stop criminal activity or to stop a suspect trying to escape during a crime against a person. When officers are outside the state of Texas, they do not have police authority or status, and therefore have only the rights and obligations of a private citizen of that state.

6 CHAIN OF COMMAND

Each employee shall be under the direct control of one supervisor at a time. Employees are responsible for knowing their chain of command and shall operate within that chain of command. Employees initiating official correspondence to any supervisor shall forward such correspondence through the appropriate chain of command. Employees receiving correspondence from subordinates or supervisors shall sign and date the communication to indicate it was received, attach any appropriate comments, and forward the communication to the next level in the employee's chain of command. Correspondence shall be forwarded to the addressee.

If an issue is resolved to the satisfaction of the author prior to reaching the addressee, the facts shall be documented in official correspondence and forwarded to the addressee. If the issue cannot be resolved, each employee in the chain of command shall attach correspondence explaining what, if any, action was taken at their level, and why the issue was not resolved.

Employees shall obtain their supervisor's approval to use official department stationery to communicate with others outside the department.

Employees shall obtain Chief of Police approval before communicating with others outside the department if the communication could be construed to represent the official position or policy of the Police Department.

7 OBEDIENCE TO ORDERS

Insubordination

Employees shall promptly and respectfully obey all lawful orders and directions given by supervisors, and/or dispatchers. Failure to obey an order is insubordination.

Employees shall not flout the authority of a supervisor by displaying disrespect or disputing a supervisor's orders.

Conflicting and Unjust Orders

Employees receiving an order that they believe is unjust or contrary to department policy or that appears to conflict with a previous order, shall respectfully notify the supervisor that a conflict exists. If the supervisor does not change the order, employees shall obey the order to the best of their ability. Employees may then appeal the order up through their chain of command to the Chief of Police if necessary.

Orders shall be countermanded only when necessary for the safe and lawful completion of the police mission.

Unlawful Orders

No employee shall obey an order contrary to law. Employees receiving such orders shall notify the supervisor issuing the order that compliance with the order as issued is unlawful. Supervisors shall contact their immediate supervisor and request that person's presence at the scene. Employees receiving an unlawful order shall report the incident in writing to the Chief of Police through their chain of command.

8 SUPERVISORY CONDUCT

Supervisors shall actively enforce the law and the policies and procedures of the Splendora ISD Police Department. Supervisors shall not permit or otherwise fail to prevent violations of the law or the regulations, policies, or procedures of the Splendora ISD Police Department by any employee.

Supervisors who fail to take appropriate action when they are aware or should have been aware an employee was in violation of the law or department policy shall be held accountable. Supervisors shall report violations of law or department policy as required by General Order 200-02, **Investigation of Employee Misconduct**.

Supervisors shall keep thorough documentation of their subordinates' performance and their unit or squad's performance.

No supervisor shall issue an order that violates the law or department policy. While on duty, supervisors shall be readily available to their subordinates and supervisors.

Supervisors shall not express personal opinions regarding department policy or other employees of the department while they are on duty or acting in their official capacity in the presence of subordinate employees.

9 DELEGATION OF RESPONSIBILITY

Supervisors who delegate tasks to subordinate employees are ultimately accountable for ensuring the tasks are completed.

General Order	ISSUE DATE August 1, 2020	NO. 200-06
Splendora ISD Police Department	REVISED DATE January 1, 2021	
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: LINE INSPECTIONS		

POLICY

Supervisors of the Splendora ISD Police Department shall conduct regular line inspections (those carried out by personnel in charge of the employees, facilities, or procedures being inspected) using procedures appropriate to the structure and mission of their respective office, Supervisors at all levels shall participate in the responsibility for such inspections and for the correction of conditions discovered by the inspections.

This General Order applies to classified employees.

1 PERSONNEL INSPECTIONS

All classified personnel shall be inspected on a regular basis by their supervisor. The inspection shall ensure each officer's official uniform, special assignment uniform, or plainclothes attire complies with General Order 300-11, Appearance and Grooming Standards-Classified.

2 VEHICLE INSPECTIONS

Each supervisor shall inspect all vehicles assigned under his or her control on a regular basis. Vehicle condition and presence of prescribed equipment shall form the basis for such inspections.

3 FREQUENCY OF INSPECTIONS

A supervisor may hold an unannounced inspection at any time.

General Order	ISSUE DATE August 1, 2020	NO. 200-07
	REVISED DATE January 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: EMERGENCY MANAGEMENT	

POLICY

This General Order and the Emergency Response Plan (ERP) establish procedures and responsibilities for emergency management and required notifications. During alerts and emergencies, employees shall take reasonable steps to monitor the various media outlets for announcements concerning when to report for duty.

This General Order applies to all employees.

DEFINITIONS

Disaster. A catastrophe that threatens extraordinary loss of life or property (e.g., severe weather, hazardous material accidents, large fires, explosions, terrorist incidents).

Hazardous Material (HAZMAT). Any item or agent (biological, chemical, radiological, and/or physical) that has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Public Assembly. An individual or group of individuals gathered for the purpose of exercising constitutionally-protected free speech and assembly rights. Police resources may be required depending on the scope and nature of the assembly.

Public Gathering. A gathering of individuals not associated with a constitutionally-protected activity (e.g., flash mob). Depending upon the activity and scope of the gathering, police resources may be required.

Significant Event. Any event that seems likely to result in media attention or substantial public attention, or that may require additional administrative action or police resources.

Staging Area. A temporary location for personnel, supplies, vehicles, and/or equipment awaiting operational assignment or deployment to an incident. Staging areas may also include support services for emergency responders.

1 SIGNIFICANT EVENT NOTIFICATION

Significant Events

Significant events require specific notifications and documentation. For detailed parameters of

what qualifies each of the events listed below as a significant event, refer to the applicable General Order. Significant events include, but are not limited to:

- a. Incidents that require a police response and that draw the attention of the media.
- b. Incidents that involve any law enforcement officer or an SISD PD employee shot at or shot.
- c. Incidents involving discharge of a:
 1. Firearm by an officer
 2. Conducted energy device (CED) by an officer if SBI or death occurs except while engaged in training or lawful recreation and only if parameters are met as detailed in applicable General Orders.
- d. Vehicle pursuits that involve SISD PD personnel and entail one or more of the following:
 1. A pursuit that receives media coverage.
 2. A pursuit excessive in duration.
 3. A vehicular crash caused as a result of the pursuit.
 4. An injury or fatality to any individual as a result of the pursuit.
 5. A driver of the pursued vehicle that is a juvenile under the age of 11.
 6. A weapon discharge by any of the parties involved in the pursuit.

The guidelines of General Order 600-03, Motor Vehicle Pursuits, shall be followed in addition to significant event notification.

- e. Major vehicular crashes with serious bodily injury involving an on- or off-duty District employee in a District vehicle.
- f. Death of or serious bodily injury to an SISD employee, or a law enforcement officer from any other agency (on or off duty).
- g. Injuries to SISD PD personnel:
 1. On duty.
 2. Off duty and police-related.
 3. Intentionally self-inflicted (on or off duty), regardless of severity.

This includes any type of communicable disease to which a classified or civilian employee might have been exposed.

- h. Arrest (excluding traffic citations) of any of the following individuals:
 1. SISD PD employees
 2. Celebrity/prominent citizen.
 3. Any elected official.
 4. Any other SISD employee.

- i. Incidents involving a foreign government representative (employee of an embassy or consulate) who:
1. Claims diplomatic immunity.
 2. Is seriously injured.
 3. Is deceased.
 4. Is arrested.
- j. Disasters (natural or man-made).
- k. Any public assembly, public gathering, or civil disorder in which any of the following occurs:
1. The media shows an interest.
 2. An arrest is made.
 3. The actions of the participants are newsworthy.
 4. The nature of the event is controversial or noteworthy.
- l. Bomb threats, suspicious devices, explosions, or incidents involving weapons of mass destruction (WMD) or hazardous material (HAZMAT).
- m. Hate crimes, including threats of violence.
- n. Threat of serious injury or death against:
1. An officer
 2. An elected official
 3. A head of state
 4. Immediate family of any of the above
- o. Police actions involving:
1. Special threat situations (SWAT)
 2. Active shooter situations
 3. Evacuations
 4. Elected officials
- p. Death of or serious injury to a citizen or suspect while under police detention.
- q. Police impersonations while committing a crime.
- r. Alarms, burglaries, or vandalism at an SISD facility.
- s. Suspicious activity or information that may relate to terrorist or extremist activity. Additionally, incidents involving the theft or loss of weapons, explosives, chemicals, or radiological material, especially if it occurs at a location considered a critical infrastructure.
- t. The following noteworthy events:
1. Complete closure of a freeway.
 2. Arrest of a law enforcement officer.
 3. Lost or stolen SISD PD identification or equipment.

4. Incidents involving federal judges or elected officials.
5. Lost or stolen police property containing criminal justice information (e.g., stolen police vehicle containing a laptop, computer from a police facility).

The above list is not meant to be all-inclusive; officers should use their judgment in notifying the Chief of Police regarding incidents not listed (such as multiple arrests or significant occurrences responding personnel believe the Chief of Police should be aware of).

Notification and Response

Officers made aware of a significant event shall immediately inform their supervisor, who shall notify the Chief of Police. Notifications shall not be delayed due to incomplete information. The Chief of Police shall be notified as additional information becomes available. On-scene personnel shall cooperate with supervisors and provide all information requested. In the absence of a supervisor, the senior officer on the scene shall have this responsibility.

Supervisors shall document the significant event using the approved Significant Event Report form. A Significant Event Report form shall be completed by a supervisor at the conclusion of the event and immediately sent to the Chief of Police.

2 EMERGENCY RESPONSE

The Chief of Police may place the entire department in an alert status when an emergency is anticipated or has already occurred. The location and type of emergency shall determine what impact an alert status has on any particular division. During an alert, personnel should anticipate any of the following:

- a. Working extended hours and different shift hours.
- b. Cancellation of days off and leaves of absence.
- c. Personnel reporting to work with a complete uniform including authorized and Issued equipment.

Unless otherwise directed, all classified employees notified of an emergency response are to report at their regular shift times to the designated mobilization site in full uniform with all authorized and issued equipment. If officers are unable to report to their regular duty stations during an emergency response (e.g., due to weather or road conditions), they shall notify the Chief of Police immediately.

Seven Critical Tasks

During an emergency response, the on-duty supervisor shall immediately respond to the scene of the emergency and take charge of the department's response until relieved. The first supervisor on the scene of an emergency should ensure all of the following seven critical tasks are accomplished:

- a. Secure and establish communications
- b. Identify any danger or kill zones and safe routes to the scene
- c. Establish an inner perimeter
- d. Establish an outer perimeter
- e. Establish a field command post
- f. Establish a staging area
- g. Request additional resources as necessary

3 HAZARDOUS MATERIAL INCIDENTS

The fire department has primary responsibility for HAZMAT incidents. Officers working a scene involving a hazardous material must protect themselves as well as citizens from the harmful effects of hazardous materials.

Duties

When emergencies involve hazardous materials, the following actions shall be taken in addition to the seven critical tasks (see section 2 of this General Order):

- a. Immediately notify the dispatcher of a HAZMAT incident.
- b. Resist rushing in. Stay clear of all spills, vapors, fumes, and smoke. If a harmful chemical release occurs, officers should seek shelter (e.g., vehicle or building) upwind from the incident.
- c. If possible, cautiously approach the incident from upwind to a point where the HAZMAT placard or orange panel information can be read.
- d. Identify the hazardous material by finding any one of the following:
 - 1. The 4-digit identification number on the placard or orange panel.
 - 2. The 4-digit identification number (after UN/NA) on a shipping paper or package.
 - 3. The name of the material on the shipping paper, placard, or package.
- e. Determine what hazardous material is involved by contacting the dispatcher for information on emergency action (initial response, isolation, and protective action distances).

After determining the material involved, if instructed or if signs of contamination are evident, officers should first utilize any equipment issued to them to protect themselves before assisting others in the affected area.

- f. If possible, remove injured persons from the affected area with as little direct contact as feasible.

- g. Separate and detain for further examination all persons, including emergency first responders, who may have had contact with hazardous or radioactive materials or persons.
- h. Ensure all equipment and persons are checked by fire personnel for radiation or other HAZMAT contamination.
- i. Do not eat, drink, or smoke in the affected area

Reports

The officers dispatched to the call of an incident involving hazardous materials shall make the original incident report. A supervisor shall be dispatched in all cases involving HAZMAT incidents. The supervisor dispatched to the incident shall make a supplement report to the original incident report. The supervisor's supplement report is necessary to provide a formal record for future reference should any officers experience unforeseen medical complications from exposure to the hazardous material. All HAZMAT reports and supplements shall contain the following information:

- a. Names of all officers involved in the incident.
- b. Name of the hazardous material(s) involved.
- c. Actions taken by officers to evacuate personnel and handle the scene.
- d. Details of the incident or crash.

If an employee is injured, the employee's supervisor shall submit the appropriate injured on duty paperwork.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	200-08
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: EMPLOYEE INTEGRITY AND VERIFICATIONS PROGRAM		

POLICY

The integrity of the employees of the Splendora ISD Police Department is paramount. That integrity shall be maintained by an annual review of each employee through the Employee Integrity and Verifications Program as outlined in this General Order.

Employees shall keep all related state and department records current and valid. Employees shall complete all annual requirements as outlined by department directives.

This General Order applies to all employees.

DEFINITIONS

Access to Criminal Justice Information. The physical or logical (electronic) ability, right, or privilege to view, modify, or make use of criminal justice information (CJI). Access also includes equipment that stores, processes, or transmits CJI (e.g., fax machines, computers, servers).

Criminal Justice Information (CJI). For the purposes of this General Order, criminal justice information refers to any and all of the criminal justice data necessary for law enforcement agencies to perform their mission. Such data includes, but is not limited to, biometric, identity history, person, organization, property, and case/incident history data as well as criminal history record information (see General Order 800-02, CJIS Compliance).

Employee Integrity and Verifications Report (EIVR). Forms for documenting the annual review and verifications of employee records by a classified supervisor to ensure employees are abiding by all laws and department policies and for documenting the annual reminders and notification to employees. The EIVR forms are also used to capture other information on employees.

1 PROCEDURES

Supervisors shall complete an appropriate Employee Integrity and Verifications Report (EIVR) as set forth in this General Order during the month of August for all personnel.

Review and Verifications

The Review and Verifications section of the EIVR shall be completed by only classified supervisors. Except as provided above, classified supervisors shall complete the Review and Verifications section of an EIVR for each direct subordinate under their command.

Reminders, Notification, and Other Information

Except as provided herein, the Reminders and Notification, Additional Reminders, and Other Information sections of the EIVR shall be completed by the immediate classified or civilian supervisor, as applicable, for each direct subordinate under a supervisor's command. This requires the immediate supervisor to meet with the employee

Signing the EIVR

Supervisors shall sign and date the EIVR where indicated on the form. Also, supervisors completing the Reminders and Notification, Additional Reminders, and Other Information sections of the EIVR shall ensure employees sign and date the EIVR where indicated.

Employees receiving the reminders and notification shall sign and date the EIVR where indicated on the form.

Noncompliance

Supervisors discovering noncompliance with an area listed on the EIVR shall follow the procedures as outlined in General Order 200-02, Investigation of Employee Misconduct, unless specifically provided otherwise in this General Order.

2 DRIVER DISQUALIFICATION

Employees shall be precluded from driving on District business if they:

- a. Do not have a valid Texas driver license.
- b. Have been convicted of a felony involving the use of a motor vehicle.

Employees may be precluded from driving on District business if they:

- c. Have been convicted of DWI or DUI within 36 months prior to review.
- d. Have been convicted of any combination of three moving violations or at-fault crashes within 36 months prior to review.

3 CRIMINAL HISTORY

For each EIVR, classified supervisors shall determine if the criminal history check revealed any disqualifying issues that occurred with the employee since being employed by the Splendora ISD Police Department.

Disqualifying issues may include:

- a. Unreported arrest

- b. Family (domestic) violence conviction
- c. Criminal conviction
- d. Current indictment
- e. Deferred adjudication

Verification, Documentation, and Notification

If the EIVR reveals a criminal history disqualifying issue (hereinafter referred to as "issue"), the classified supervisor shall first determine if the issue has been addressed during a prior employee integrity check.

If the issue was addressed on a prior EIVR, the supervisor shall mark the appropriate box and document the verifications on the current EIVR under the Notes segment of the form.

If the issue was not addressed on a prior EIVR, the supervisor shall determine if the Chief has been notified of the issue. If the supervisor determines the Chief was previously notified, the supervisor shall mark the appropriate box and document such verification on the EIVR under the notes segment of the form.

If the supervisor determines the Chief has not been notified of the issue the issue shall immediately be reported to the Chief by the supervisor. The supervisor shall mark the Needs Further Action/Review box and document the notifications made and any other information the supervisor deems relevant in the Notes segment of the EIVR form.

Federal law, specifically United States Code, Title 18 Section 922 (g)(9), prohibits any person convicted of a misdemeanor crime of domestic violence from possessing a firearm or ammunition.

Access to Criminal Justice Information

The Texas CJ/S Systems Access Policy pertains to employees and governs access to state and federal criminal justice information (CJI) data systems.

Even when a classified employee has a valid, active license from the Texas Commission on Law Enforcement (TCOLE), the Splendora ISD Police Department has discretion to restrict access to CJ/ in accordance with policies and procedures of the department.

Supervisors shall refer to General Order 800-02, CJIS Compliance, for additional procedures regarding employees having systems access.

The Splendora ISD Police Department's participation in the TCIC/NCIC systems is conditional based on adherence to the policies set forth by the Texas Department of Public Safety (DPS),

Criminal Justice Information Services (CJIS), Texas Crime Information Center (TCIC), and National Crime Information Center (NCIC).

3 CRIMINAL WARRANTS

For each EIVR, classified supervisors shall verify that employees do not have any outstanding warrants through criminal warrant checks on the NCIC, TCIC, and SETCIC. Outstanding warrants shall be reported in accordance with General Order 200-02, Investigation of Employee Misconduct.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	200-09
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: AWARDS AND COMMENDATIONS		

POLICY

The department honors employees and nondepartmental individuals who provide exceptional service to the department or the public at large.

This General Order applies to all employees.

1 AWARDS SELECTION COMMITTEE

The Awards Selection Committee (hereinafter referred to as the Committee) is composed of a chairperson and 4 members. The members include the Chief of Police, the Superintendent, one principal, and one teacher.

The principal and teacher committee members are nominated by the Superintendent and will serve for a one year term.

The committee will meet as needed but no less than twice per school year.

2 NOMINATIONS FOR MAJOR AWARDS

Any employee regardless of rank, classification, or position may nominate, for an applicable award, any individual (employee or not) whom the employee believes has demonstrated actions deserving recognition. Employees shall refer to the pertinent sections of this General Order to determine the appropriate award or recognition category.

Except as otherwise noted, major award nominations shall be submitted directly to the Superintendent on the Awards Recommendation form. Support documentation such as incident reports, medical reports, witness statements, and other pertinent information shall be attached to the form. Except for the Blue Heart Award, all nominations shall be forwarded to the Superintendent within six months after the significant occurrence. If an internal investigation is in progress and related to the nominee, the supporting documentation shall be submitted after the completion of the investigation.

The Chief of Police shall review letters of commendation received from citizens and other outside sources. If the Chief of Police determines the commendation worthy of awards consideration, it shall immediately be converted to the Awards Recommendation form and forwarded to the Superintendent for consideration by the Awards Selection Committee.

3 MAJOR AWARDS

All major awards outlined in this section shall be conferred to each recipient in a presentation binder with a citation page

Awards

Medal of Valor:

The Medal of Valor may be presented to officers who judiciously performed voluntary acts of conspicuous gallantry and extraordinary heroism, above and beyond the call of duty, knowing that taking such action presented a clear threat to their lives. The Medal of Valor may be presented posthumously.

Hostile Engagement Award:

The Hostile Engagement Award may be presented to officers who acted judiciously in the line of duty and performed acts upholding the high standards of the law enforcement profession while engaging in hostile confrontations with suspects wielding deadly weapons. Individuals who sustained non-life-threatening or minor injuries resulting from an assault by a deadly weapon are also eligible.

Lifesaving Award:

The Lifesaving Award may be presented to an employee when a person would more than likely have died or suffered permanent brain damage if not for the employee's actions. The event must have involved specific and direct intervention by either rendering exceptional first aid or making a successful rescue.

Blue Heart Award:

The Blue Heart Award may be presented to an employee who received life-threatening injuries while acting judiciously and in the line of duty. In addition, this award may be conferred if serious injury from a projectile was averted by the use of body armor. Employees may be eligible to receive the Blue Heart Award in conjunction with another award such as the Meritorious Service Award or the Lifesaving Award. Injuries due to negligence or minor injuries are not eligible.

Meritorious Service Award:

The Meritorious Service Award may be presented to employees who have distinguished themselves during a criminal investigation or law enforcement action by demonstrating a high level of courage or by their actions resulting in the apprehension of a felon under dangerous or unusual circumstances.

Chief of Police Commendation:

The Chief of Police Commendation may be presented to an employee who demonstrated a high degree of professional excellence or initiative through the success of starting, developing or implementing difficult projects, programs, or investigations. The performance shall not have involved personal hazard to the individual.

Award of Excellence:

The Award of Excellence may be presented to individuals who have distinguished themselves by one of the following:

- a. Demonstrated a superior commitment to quality or caring service in the community or the Department.
- b. Provided volunteer community service, which results in favorable recognition to the Department.
- c. Actions that go beyond the expected duties and responsibilities of the employee's job Description.
- d. Performed a voluntary act of donating time, physical effort, financial support, or special talent that promotes the safety, health, education, or welfare of members of the community.

Individuals are not eligible if there were any personal gain, financial compensation, special services, or privileges in exchange for the act.

Public Service Award:

The Public Service Award may be presented to a non-departmental individual who voluntarily acted in circumstances requiring unusual courage or heroism while assisting a police officer or other citizen.

Those who do not meet the above criteria, but provided a measure of assistance, shall be sent a letter and a Certificate of Appreciation (no citation page) signed by the Chief of Police.

4 WRITTEN COMMENDATIONS

Any individual (employee or not) may submit a written commendation commending any employee of the Splendora ISD Police Department for outstanding performance or special assistance as follows:

Any citizen or employee who commends an employee by sending a written commendation will be sent directly to the Chief of Police. The citizen shall receive correspondence from the Chief. The citizen's original correspondence shall be sent to the employee's supervisor. When the commended employee and those in the employee's chain of command have signed the citizen's

correspondence, the original commendation shall be forwarded to the placed in the employee's personnel file.

In addition, the Awards Selection Committee may designate an award nomination as a Letter of Commendation. The Chief of Police shall provide a copy to the employee and place a copy in the employee's personnel file.

4 VERBAL COMMENDATIONS

When receiving verbal commendations from citizens about employees (e.g., conversations on the telephone or at meetings), supervisors should document it. The following procedures shall be followed when documenting verbal commendations:

- a. A Splendora ISD Police Department Verbal Commendation From Citizen form shall be used to document verbal commendations received by supervisors from a person not employed by the department.
- b. The supervisor taking the verbal commendation shall complete and sign the Verbal Commendation From Citizen form and forward it to the Chief of Police.
- c. The employee, the employee's supervisor, and the Chief of Police shall sign the form. The original form shall be placed in the employee's personnel file.

5 CERTIFICATES OF APPRECIATION

The Chief of Police may present a Certificate of Appreciation for any of the below events:

- a. The certificate, accompanied with a citation page, is designated by the Chief of Police for the purpose of showing appreciation to any individual (employee or not) who has made a significant contribution of time or service to the department that benefits the department or the community. The certificate shall be placed in a presentation binder.
- b. The certificate may be presented to employees retiring from the department after at least 20 years of service. A citation page detailing the highlights of the employee's career shall accompany the certificate. If no retirement ceremony is planned at which a department representative shall present the certificate, it shall be sent to the retiree via the U.S. Postal Service. Certificates shall be placed in a presentation binder.
- c. The certificate only, accompanied by a letter from the Chief of Police, may be mailed to non-departmental individuals to show acknowledgement and appreciation for assistance in a police situation that does not meet the Public Service Award criteria. This type of certificate shall not be placed in a presentation binder.

General Order	ISSUE DATE August 1, 2020	NO. 200-10
	REVISED DATE January 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: WORKDAY AND WORKWEEK	

POLICY

All employees, regardless of exempt status, are accountable for working a full shift. This General Order applies to all employees.

DEFINITIONS

Adjusted Days Off. A variation from an employee's regularly scheduled days off as posted on the employee's current personnel record. The variation must occur within the same workweek.

Adjusted Shift. A variation from an employee's regularly scheduled shift as posted on the employee's current personnel record. The variation must occur within the same workday.

1 WORKDAY

The standard workday for full-time employees is eight hours of performing job related duties. An exception to the standard workday of eight hours for full time employees requires the approval of the Chief of Police (e.g., 40 hours worked over four ten hour regularly scheduled shifts).

The Chief of Police shall set appropriate shift beginning and ending times to accomplish management objectives.

An employee's mealtime period shall NOT be counted as time actually worked when computing the hours in a workday. Meal period restrictions are outlined in General Order 200-11, Meal Period. In other instances, the amount of time an employee spends performing activities not related to their duties shall not be counted toward the hours required for the workday.

Employees are required to be at their assigned post, completely dressed in proper attire, and ready to perform the work of their assigned job function at the start time of their workday, shift, or assignment. Employees shall notify their supervisor of any delays in reporting to an assigned post.

2 WORKWEEK

The workweek for full-time employees consists of 40 hours of time actually worked

Overtime compensation for employees shall be handled in accordance with General Order 300-04, Overtime Compensation.

3 REGULAR DAYS OFF

An employee usually works five days and receives two regular days off in each workweek. The regular days off shall be consecutive and the same from week to week unless the employee and the Chief of Police agree to a variation for the employee's benefit.

4 ADJUSTED SHIFT AND/OR DAYS OFF

Federal and state law recognize the department's right to manage an employee's assignment, shift, and days off for the best interest of the department and the community, and to ensure that all essential police services are provided.

Although employees are assigned regularly scheduled shifts and regular days off, the department may adjust employees' shifts and/or days of employees, based on operational requirements.

The Chief of Police may adjust the shifts and/or days off of officers when exceptional circumstances arise such as emergency conditions. The occasional adjustment of an employee's shift and/or days off at the employee's request requires prior approval by the Chief of Police.

Officers attending on-duty training shall abide by the department's policies regarding overtime compensation. See General Order 300-04, Overtime Compensation.

5 MAXIMUM WORK HOURS

16-Hour Limit

Employees shall not work more than 16 hours in any continuous (rolling) 24-hour period measured in 15-minute increments (this includes days off). For example, a 24-hour period is measured from 0000 hours to 0000 hours, then from 0015 hours to 0015 hours, 0030 hours to 0030 hours, and so on. Using this concept, a 24-hour period may encompass a portion of one day and a portion of the next day.

Exceptions to this rule may be approved by the Chief of Police prior to the employee exceeding the 16-hour limit. The approval may be granted only when the need for the employee to exceed the 16-hour limit is essential to the department's mission or if not allowing the employee to exceed the 16-hour limit could be detrimental to the department's interests.

Departmental sponsored overtime initiatives do not automatically justify approval to exceed the 16-hour limit. The intent behind the 16-hour work limit is to provide employees the opportunity to obtain an appropriate amount of rest between work periods. Therefore, exceptions to the 16-hour work limit should be infrequent and restricted.

When an employee is required to attend court and attending court will cause the employee to exceed the 16-hour limit, the employee shall attend court as required unless the employee is

disregarded or placed on on-call status. Court attendance is an exception to exceeding the 16-hour limit only when it occurs at the end of the maximum work hour period.

For example, if an officer works a regular 10-hour shift then works 6 hours of overtime, the officer shall still attend court. However, if an officer works a regular 10-hour shift, then has 6 hours of court time, any additional work except for court attendance within the continuous (rolling) 24 hours is strictly prohibited and would be in violation of the 16-hour limit.

Calculation of Maximum Work Hours

When calculating the maximum work hours (i.e., 16-hour limit and 168-hour limit), the work hours shall include, but are not limited to:

- a. Employee's assigned shift
- b. Adjusted shift hours worked
- c. Call-up time involving compensable hours
- d. Court time
- e. Extra employment
- f. Overtime worked
- g. Volunteer time

Paid leave hours shall not be used in the calculation process.

Avoiding Violations

Prior to reporting to their next regular shift, employees who have exceeded a work hour limit shall notify an on-duty supervisor, as applicable, that they have exceeded the maximum work hours. The employee may be allowed to work only if authorized as noted above in this section, Maximum Work Hours. Otherwise, the employee shall be required to take off and use whatever form of accrued time the employee chooses, excluding scheduled leave related to a health related issue.

Violations

All violations of the maximum work hours shall be handled as outlined in the department's Corrective Action Manual

General Order	ISSUE DATE August 1, 2020	NO. 200-11
Splendora ISD Police Department	REVISED DATE January 1, 2021	
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: MEAL PERIOD		

POLICY

The department shall allow classified employees to take meal periods provided it does not interfere with the delivery of necessary police services to the community.

Employees shall limit meal period locations to within reasonable proximity of their work assignment as pre-determined by the Chief of Police to ensure rapid response to emergencies.

1 RESTRICTIONS FOR OFFICERS WEARING THE OFFICIAL UNIFORM

Officers assigned to patrol shall not call out of service for a meal period within two hours following the beginning of their shift or be out of service on a meal period within two hours before the end of their scheduled shift without an on-duty supervisor's permission. The on-duty supervisor shall make the decision on a case-by-case basis.

Officers are limited to 30 minutes for a meal period.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	200-12
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: OFFICERS FUNERALS AND CEREMONIAL HONORS		

POLICY

The Splendora ISD Police Department recognizes and honors officers who have died. This General Order establishes guidelines regulating the rendering of appropriate honors.

This General Order applies to all employees.

DEFINITIONS

Full Department Honors. The rendering of honors for a Splendora ISD police officer killed while performing a police-related task or duty.

Department Honors. The rendering of honors upon the honorable (as determined by the department) death of an active or honorably retired Splendora ISD police officer whose death was unrelated to employment by the department. Civilian employees killed while performing a police-related task or duty may receive department honors.

Ceremonial Honors. The rendering of honors by representatives of the department, as approved by the Chief of Police, at special events or at the funeral of anyone who should be honored in this manner because of their relationship with the department.

1 FULL DEPARTMENT HONORS

All classified employees shall wear black tape or a mourning badge cover on the horizontal center of their badges as directed in General Order 300-11, Appearance and Grooming Standards - Classified. All flags at police facilities shall be flown at half-staff from the time of the officer's death until burial.

Due to the size of the department assistance will be asked from the Montgomery County Sheriff's Office or the City of Splendora Police Department.

The Honor Guard shall follow their approved protocol for line of duty deaths. With approval of family members, the Honor Guard shall conduct the following ceremonies:

- a. Prior to the Honor Guard arriving for the funeral service, officers assigned shall post a casket guard during viewing on the day of the service. The Honor Guard shall assume the casket guard duty one hour prior to the funeral service.

- b. Colors shall be presented at the time of the funeral services and at the grave site. A flag-folding ceremony shall be conducted.
- c. A 21-gun salute shall be performed.
- d. Taps shall be played at the grave site or at the ceremonial site.

2 DEPARTMENT HONORS

With approval of family members, the Honor Guard shall assume casket guard duty one hour prior to the funeral service. Colors shall be presented by the Honor Guard at the grave site or at the ceremonial site.

A flag-folding ceremony shall be conducted for those deceased employees who were veterans of the United States Armed Forces and upon approval of the deceased employee's family.

3 CEREMONIAL HONORS

With approval of family members, the Honor Guard shall stand at an appropriate location while ceremonies are conducted or, on the day of the funeral, where the body of the person to be honored is lying in repose.

The Honor Guard shall present the colors during the appropriate time of the ceremonies or at the grave site of the person being honored. Taps, when appropriate, shall be played.

The Honor Guard shall march during parades or activities in which the department wishes to participate.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	200-13
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: SMOKING, TOBACCO USE, AND ELECTRONIC CIGARETTES		

POLICY

All employees shall comply with School District policies. In addition to the ordinance, employees are prohibited from using any tobacco product or electronic cigarette or charging an electronic cigarette in any District owned building, enclosed area, or vehicle. This includes all premises and properties owned, leased, rented, or controlled by the School District. Prohibited areas also include all stairwells, concourse areas, restrooms, elevators, etc. within School District controlled facilities.

Employees are also prohibited from charging an electronic cigarette using any District owned or leased equipment including, but not limited to, computers.

This General Order applies to all employees.

DEFINITIONS

Electronic Cigarette. Also known as e-cigarette or e-cig, is an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substance to the individual inhaling from the device.

Smoking. Inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or any other lighted tobacco product, plant material, or other combustible substance.

1 RESTRICTIONS

Employees wearing any department uniform shall not use any tobacco product or electronic cigarette at any time while on or off duty and in public view. While on duty, non-uniformed employees and plainclothes officers shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. See District Board Policies DH (Local) and GKA (Local). Additionally, employees shall:

Not use any tobacco product or electronic cigarette at or near any police scene or incident.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	200-14
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: OATH OF OFFICE AND PROMOTIONAL OATH		

POLICY

This General Order adopts the Oath of Office and Promotional Oath as the general standards of conduct for officers of the Splendora ISD Police Department.

1 OATH OF OFFICE

Police officers are given such broad powers and responsibilities that society places their private lives and official actions under special and solemn constraints. Taking an oath of office is a universal practice in law enforcement service, and it is common for officers to subscribe to a professional code of ethics.

It is the policy of the Splendora ISD Police Department that all personnel, prior to assuming sworn status, shall take the department's formal oath of appointment. These oaths bind officers to enforce the law without prejudice or malice and to uphold the Constitution of the United States and the state of Texas Constitution.

2 PROMOTIONAL OATH

All classified personnel who are to be promoted to a higher rank shall, upon request and prior to the promotion, sign a written promotional oath. By signing the written promotional oath, employees affirm they have not directly or indirectly given, delivered, paid, offered, or promised to give, deliver, or pay any money, service, or other valuable thing to any person for or on account of, or in connection with their promotion.

3 TAKING PROMOTIONAL EXAMS DURING REGULAR SHIFT

Employees taking a promotional exam or attending an Assessment Center for the department shall do so while off duty. If an exam is given during their regular shift, employees shall be allowed to use any time accrued to take the exam.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	200-15
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: SOLICITATION, GIFTS, AND BRIBERY		

POLICY

Employees, while on duty or off duty, while representing the Splendora ISD Police Department, shall not solicit, sell, or accept anything of value unless authorized by the Chief of Police.

This General Order applies to all employees.

DEFINITION

Solicitation. The direct or indirect seeking of contributions or selling of products, services, or programs; or the approaching of any employee regarding support of an outside agency, organization, or company. Solicitation shall further include the posting or distribution of non-work-related literature or notices as well as electioneering activities.

1 SOLICITING BUSINESS

Employees shall not, while on duty, solicit subscriptions, sell books, papers, tickets, merchandise, or other items of value, nor collect or receive money or items of value for any purpose except as authorized by the Chief of Police.

The following activities are also prohibited on all department property at all times except as authorized by the Chief of Police:

- a. Solicitation by citizens.
- b. Solicitation by employees.
- c. Distribution of non-work-related literature by employees.

Violations of this policy shall be brought to the attention of the employee's immediate supervisor.

2 ACCEPTING GIFTS FROM SUBORDINATES

Employees shall not receive or accept any gift or gratuity from subordinates or students, without approval from the Chief of Police.

3 ACCEPTING GIFTS AND GRATUITIES

Employees shall not accept any reward, gratuity, gift, or other compensation for any service performed as a result of or in conjunction with their duties as employees of the department, regardless of whether the service was performed while on or off duty.

Employees shall not directly or indirectly accept a benefit or gift under any circumstances that create the appearance of impropriety or intent to influence department affairs.

4 SOLICITING AND ACCEPTING SPECIAL PRIVILEGES

Except as noted below, employees shall not use their official position or identification to solicit any gift, gratuity, loan, present, fee, or reward or to seek or accept special privileges for themselves or others, such as free admission to places of amusement, discounts on purchases, or free or discounted meals or refreshments.

4 ACCEPTING BENEFITS FROM SUSPECTS AND PRISONERS

Employees shall not seek, accept, loan, borrow, buy, or sell anything of value from or to any known suspect, prisoner, defendant, or other person involved in any case involving the Splendora ISD Police Department. These activities are also prohibited with persons of ill repute, professional bondsmen, or other persons whose vocations may profit from information obtained from the Splendora ISD Police Department.

5 REPORTING BRIBE OFFERS

If any employee receives an offer of a bribe, the employee shall immediately submit a letter to the Chief of Police. Officers shall generate an incident report.

6 DISTRICT APPROVED PROGRAMS

This policy does not apply to School District sponsored programs.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	200-16
REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies		
SUBJECT: USE OF SOCIAL MEDIA AND THE INTERNET		

POLICY

Information or material posted to the Internet or in the social media (e.g., Twitter, YouTube, Facebook, Instagram, Web sites, blogs, forums, and message boards) may be considered part of the public domain even if access is restricted, or it may be geotagged, and as such, privacy of the information should not be assumed. Photographs and other material posted to Web sites, social media, or other applications may become the property of that Web site or provider.

While employees are allowed to maintain a Web page and make comments or postings in the social media, this General Order outlines the department's right to regulate the speech and actions of its employees in certain circumstances.

This General Order applies to all employees

1 DEPARTMENT USE OF SOCIAL MEDIA AND THE INTERNET

Only the Chief of Police may approve an official department Web site or other official department presence on the Internet or in the social media.

The Communications Department of Splendora Independent School District shall exercise oversight of and monitor content on each official department Web site and social media site to ensure the content information and postings are correct and appropriate, and to ensure adherence to federal, state, and local laws, department policies, and school district policies. This includes, but is not limited to, adherence to copyright and privacy laws, records retention requirements, the Texas Public Information Act, and information security policies established by the department.

2 EMPLOYEE USE OF SOCIAL MEDIA AND THE INTERNET

Employees who post or allow to be posted information or material to the Internet or in the social media or in any publicly accessible communication application or medium are subject to the General Orders at all times. Actions taken while on or off duty and that violate any General Order shall be subject to appropriate review and possible disciplinary action.

Employees are not barred from presenting themselves on the Internet or in the social media as Splendora ISD Police Department employees. However, when posting information or material to the Internet or in the social media or in any publicly accessible communication application or medium, employees shall carefully consider whether or not to identify themselves as employees of the Splendora ISD Police Department or members of law enforcement. Any information

posted may remain accessible to the public for an indefinite length of time even if access is restricted, and this may impact open records requests, courtroom credibility, and potential citizen contacts.

3 RESTRICTIONS

Except as required by official duties, employees shall not knowingly post or allow to be posted to the Internet or in the social media or in any publicly accessible communication application or medium:

- a. Photographs or anything depicting or regarding themselves or other employees in compromising or inappropriate locations or circumstances.
- b. Anything that would identify an employee or another person in law enforcement as a coworker, police officer, police employee, or member of law enforcement, without permission from that person.
- c. Anything identifying, depicting, or regarding employees or other persons in law enforcement, on or off duty, who work in an undercover capacity. Undercover officers shall not post or allow to be posted images of themselves on any Internet or social media site, whether the image is of the undercover officer in an on-duty or off-duty capacity.
- d. Anything depicting or regarding an employee, without permission from that person.
- e. Anything depicting or regarding Splendora ISD property or policy, the public release of which would compromise national, local, or employee security or the department mission.
- f. Anything that would produce a reasonable expectation of harm to the reputation of the Splendora ISD Police Department, or the Splendora ISD.
- g. False, derogatory, offensive, or inappropriate comments, material, or depictions regarding any coworker or other District employee.
- h. Anything false, derogatory, offensive, or inappropriate regarding their official duties or any department or District policy.
- i. Anything depicting or regarding an ongoing law enforcement or Splendora ISD Police investigation, including investigations that have not resulted in a final adjudication.
- j. Anything that relates to official department activities including, but not limited to, crime scenes, potential evidence, witnesses, incident reports, or personnel performing official duties.
- k. Confidential or privileged information or material made available to them by their capacity as police officers or their position within the Police Department.

l. Anything appearing to be officially sanctioned by the Police Department or the Splendora ISD.

m. Anything appearing to use a Splendora ISD employee's official position for personal profit or business interests, to endorse a political candidate, platform, or commercial product, or to participate in political activity.

n. Anything that would attribute personal statements or opinions to the Police Department or Splendora ISD.

Employees are also subject to district policies regarding electronic communications with students, including District Board Policies DH (Local) and DH (Exhibit).

General Order	ISSUE DATE August 1, 2020	NO. 300-01
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: SENIORITY		

POLICY

Seniority is used throughout the department as a factor in making decisions relative to personnel issues including, but not limited to, time off and shift assignments. Generally, employees with more seniority shall be allowed to exercise their preferences on these matters before employees with less seniority.

This policy does not apply to situations in which other specific provisions exist.

This General Order applies to all employees below the level of Chief of Police

DEFINITIONS

Management Need. A specific, defined operational or management objective.

1 EMPLOYMENT DATE

Employees. The employment date for employees is the date they began employment with the Splendora ISD Police Department as determined by the Splendora ISD Human Resources Department.

2 DETERMINING SENIORITY

Police Officer Rank

Police officers, and probationary police officers shall be considered together in the one rank of police officer for the purpose of seniority classification. Seniority for employees of the rank of police officer is determined by their employment dates.

Sergeants and Above

Seniority within each rank for sergeants or above shall be determined by their time in grade. Seniority for sergeants or above having identical time in grade and who are on the same promotional list is determined by their position on said promotional list.

3 GENERAL GUIDELINES**Time Off**

Seniority is the primary criterion used for scheduling time off. For scheduling time off, seniority shall be applied to request.

Employees may not bump other employees from their current positions, scheduled time off, or shifts. However, employees who have leave approved prior to being moved, reassigned, or transferred shall, when possible, be allowed to take the leave as originally scheduled.

Exceptions

Seniority shall not be the only factor considered in filling assignments, making schedules, or assigning shifts. The Chief of Police shall also consider management needs and personnel requirements in making such decisions. The department may place employees in those assignments for which they are best suited or which best suit the department, regardless of seniority.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	300-02
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: WORKERS' COMPENSATION		

POLICY

All policies regarding worker's compensation will be the one currently in use by the Splendora Independent School District.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	300-03
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: TRAINING		

POLICY

Employees shall attend training programs that fulfill the requirements of both the department and the Texas Commission on Law Enforcement (TCOLE).

1 TRAINING REQUIREMENTS

Officers shall fulfill minimum in-service training as required by TCOLE and the department.

Mandatory Training

Each year the Chief of Police shall announce department required training hours, and schedule guidelines per department needs and as mandated by TCOLE. All mandatory training shall be completed on duty.

Internet Training

Internet classes may be taken in lieu of attending classes. However, any Internet classes taken to meet required in-service training must have been sanctioned and approved by TCOLE. Officers are permitted to take Internet classes while on duty to obtain intermediate or advanced peace officer proficiency certification with the approval of the Chief of Police.

Additional Training

Courses taken in addition to required mandatory training, specialized training, or courses authorized to obtain intermediate or advanced peace officer proficiency certification may be attended on duty, but only with the prior approval of the Chief of Police.

Information Sharing

Officers attending training outside the department may be expected to make the benefits of the programs available to other officers.

2 ATTENDANCE REQUIREMENTS

Officers scheduled for in-service training shall report on time or as ordered by the instructors (starting, break, or lunch times), and complete all required coursework. Officers shall follow all applicable rules, regulations, or guidelines set by the training facility, supervisors, and instructors.

In-Service Training Dress Code

Officers shall wear the department official uniform or conservative business casual attire while attending in-service training unless directed otherwise by course directive. Any clothing with inscriptions or decorative artwork must be in good taste and reflect a professional appearance. Officers shall not wear shorts, beach or sport sandals, tank or halter tops, sweat pants or any type of gym pants, or any clothing that is distracting such as tights or leggings. Jeans shall be allowed as long as they are not dirty, torn, or ripped. Training staff supervisors shall decide whether clothing is appropriate.

Display Official Department Identification

Department issued identification shall be displayed at all times while attending training at the department or any department contracted training site, unless the wearing of identification would create a safety concern as directed by the course directive.

Unable to Attend Classes Due to Injury or Active Military Duty

Officers shall complete all required TCOLE training each TCOLE training cycle (two years) unless an officer qualifies for a waiver under TCOLE rule 217.15. This rule requires either a catastrophic illness or injury that has kept an officer from active duty for a period of more than 12 consecutive months, or active duty in the armed forces for a period in excess of 12 consecutive months. Officers needing a waiver for any department or TCOLE mandated training must request the waiver through their respective chain of command to the Chief of Police. The request correspondence must include documents of verification such as military orders or medical documentation. If approved, the Chief of Police shall submit a request to the executive director of TCOLE for consideration of those courses mandated by TCOLE.

TCOLE training cycles are for two years and as such, an approved exemption is valid for that cycle only. A second exemption shall be needed if the extended injury or extended active duty falls into the next TCOLE training cycle. An officer's TCOLE peace officer license shall be allowed to expire if the officer fails to qualify for a waiver and does not complete all TCOLE training requirements.

General Order	ISSUE DATE August 1, 2020	NO. 300-04
	REVISED DATE January 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: OVERTIME COMPENSATION	

POLICY

Overtime compensation for employees shall be made in accordance with federal and state statutes, and school district policies. See District Board Policies DEA (Local), DEAB (Legal), and DEAB (Local)

DEFINITIONS

Time Actually Worked. For purposes of calculating overtime, time actually worked includes time the officer is actually on duty, including on-duty training, and District business, but not including mealtime, and not when the officer has taken paid leave.

1 CALCULATION OF OVERTIME

Overtime shall be earned by officers as provided by federal and/or state law and school district policies.

Except as otherwise noted in this General Order, or by school district policy or Board resolution, all overtime earned shall be compensated at the rate of time and a half once the officer has “time actually worked” over 40 hours in a week. Overtime pay shall be calculated at the officer's rate of pay at the time the overtime was earned.

If paid leave has been taken in a pay week, overtime compensation is available at straight time, according to school district policies, until 40 hours of actual time worked is reached. After the 40 hours, time and one half calculation will be utilized.

2 GENERAL RULES

Officers shall not work overtime without prior authorization from the appropriate supervisor.

All overtime shall be justified as serving a specific department function or need.

Authorizing overtime for the specific purpose of allowing an officer to receive overtime compensation is strictly prohibited. Authorizing adjusted shifts resulting in overtime compensation is prohibited, unless it can be established that the adjustment is in the best interest of the department. The authorizing supervisor must properly approve the reason for the requested adjustment on all appropriate time worked forms.

Officers who underreport or fail to report hours worked are subject to disciplinary action. Supervisors who allow such action shall also be subject to disciplinary action.

3 CALL-UPS AND SPECIAL ASSIGNMENTS

Call-Ups

When off-duty officers are ordered by a supervisor to report immediately to a specific location for a department action other than court attendance, overtime compensation shall be authorized from the time the officer receives the notification and shall continue until the officer is released from the last location to which he was ordered to report. The travel time allowed for compensation must be realistic in association and not have an appearance of impropriety

Special Assignments

When a supervisor notifies an officer to report to a specific location and at a specific time to perform a needed police action (e.g., parades, demonstrations), overtime compensation shall be authorized from the officer's arrival time or the time the officer was scheduled to report to the event location, whichever is later.

4 DISTRICT-APPROVED HOLIDAYS

District holidays are actual time off and hold no monetary value. If officers are requested to work on district holidays overtime will be paid in accordance with school district policy which could be either straight time pay or time and a half pay depending on the total number of hours worked that pay week.

5 ON-DUTY TRAINING

Officers shall adjust their shift to attend on-duty training when such training falls outside their regularly scheduled shift. If the on-duty training falls on the officer's regular day off, the supervisor shall adjust the officer's days off.

Officers attending on-duty training are eligible for overtime compensation if the training causes an officer to exceed the number of hours in the officer's regular workday.

6 EMERGENCY OPERATIONS (ESSENTIAL PERSONNEL DESIGNATION)

If the school district has entered into a designated emergency operations mode (weather related, disaster related, or any other situational issue) all police officers shall be designated as essential personnel at the approval of the School Board.

Officers will continue to follow and be paid overtime according to the employee pay plans designated for essential personnel set forth by the District.

Employees' regular work schedule can be modified during this time to complete the Department and District mission.

7 SUPERVISOR RESPONSIBILITIES

Supervisors shall not delegate their authority to approve overtime compensation requests to non-supervisory personnel. Supervisors shall ensure requests for overtime and travel compensation are reasonable, proper, and in accordance with the rules for overtime compensation as outlined in this and other applicable General Orders and directives.

8 DENIAL OR REMOVAL OF OVERTIME COMPENSATION

Unless there is an obvious inaccuracy on an overtime request, officers who have worked overtime cannot be denied compensation. It is the department's stance to compensate questionable overtime and then an inquiry shall be conducted.

Supervisors discovering an overtime violation shall adhere to the requirements of reporting employee misconduct set out in General Order 200-02, Investigation of Employee Misconduct.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	300-05
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: EMPLOYEE EFFICIENCY RATING		

POLICY

The performance of all employees shall be evaluated in accordance with the provisions outlined in the SISD Police Performance Rating guidelines documentation. Performance shall be assessed regularly and fairly based on job-related knowledge, skills, and attitudes.

DEFINITIONS

Immediate Supervisor. The supervisor to whom an employee directly reports.

Performance Factors. Specific work-related performance criteria on which an evaluation is Based.

Rating Period. A specified amount of time in which to assess an employee's performance.

Report of Employee Efficiency Rating. A form completed two times a year for the explicit purpose of recording the evaluation of an employee's performance.

Semiannual Performance Rating Worksheet. A form used by a classified employee's immediate supervisor to document the employee's performance during the course of a rating period.

1 PERFORMANCE RATING WORKSHEET

Supervisors of employees are responsible for completing Semi Annual Performance Rating Worksheet forms as outlined in this General Order to document performance observations and to prepare semiannual efficiency reports.

A rating worksheet has been developed to document performance evaluations for employees. Specific performance factors and factor degrees listed on the worksheet shall be used when completing it. Supervisors shall identify those tasks that do not meet predefined tasks and add them to the worksheet in the category of "other." When a task does not apply to the employee, the supervisor shall document the task as being not applicable by placing "N/A" in the category numeric field.

Each performance rating worksheet has a specific reporting requirement and timeline. Worksheets require immediate supervisors to record performance observations two times during a five-month rating period. Although performance rating worksheets cannot be grieved,

the rating worksheet shall be used to calculate the final numeric totals on the Report of Employee Efficiency Rating form.

2 ADMINISTRATION OF PERFORMANCE RATING WORKSHEET FORM

The performance rating worksheets shall be completed in accordance with instructions contained in the Splendora ISD Police Department manual entitled: SISD Police Officer Semi Annual Performance Evaluation Workbook.

- a. The supervisors of employees shall meet with their employees to discuss the contents of the worksheet every two or three months. Officers and their immediate supervisors shall sign the worksheet at the conclusion of the meeting.
- b. The supervisor of the rating supervisor shall review the contents of the worksheet, discuss discrepancies, and make valid changes when necessary.
- c. The completed worksheet shall be used to properly document performance on an officer's efficiency report and shall be filed in the officer's personnel file.
- d. Copies of the worksheet shall be provided to the rated employee before being filed.

3 REPORT OF EMPLOYEE EFFICIENCY RATING

The Report of Employee Efficiency Rating form shall be used to evaluate verifiable performance for a specified period of time. The efficiency report shall be completed semiannually for each employee. Supervisors shall complete an efficiency report on employees who report directly to them. The efficiency report shall be completed in accordance with provisions contained in the SISD Police Officer Semi-Annual Performance Evaluation Workbook and by using the performance descriptors established in the workbook.

The following performance factors listed in the efficiency report are based on relevant job responsibilities, knowledge, skills, and attitudes associated with different job functions.

- a. Knowledge of Work
- b. Dependability and Adaptability
- c. Initiative and Leadership
- d. Safety Mindedness
- e. Cooperation and Loyalty

Performance factors are rated in accordance with the following factor degrees with associated numeric values:

- Did Not Meet Standard 1
- Met Standard 2
- Exceeds Standard 3

The efficiency report contains provisions to record comments reflecting strengths, weaknesses, and suggestions for improvement in performance.

4 WHEN TO COMPLETE A REPORT OF EMPLOYEE EFFICIENCY RATING

Report of Employee Efficiency Rating forms shall be completed for the following:

- a. Semiannual Performance Rating. Supervisors shall finalize efficiency ratings for employees as determined by the Chief of Police
- b. Probationary Period. Supervisors shall complete an efficiency report when an employee completes his or her probationary period.

5 ADMINISTRATION OF REPORT OF EMPLOYEE EFFICIENCY RATING FORM

The following procedures shall be used in administering the Report of Employee Efficiency Rating form:

- a. Supervisors of employees are required to complete performance rating worksheets on their subordinates prior to completing efficiency reports.
- b. Each factor degree selected on the efficiency report shall coincide with the factor degree derived from computations on the performance rating worksheet.
- c. Each factor degree selected on efficiency reports by supervisors shall be based on observed and verified performance that occurred during the rating period.
- d. Supervisors shall document the employee's significant strengths and weaknesses on the efficiency report and list specific examples from the rating period. If a significant weakness is identified, supervisors shall document suggestions for improvement on the efficiency report.
- e. The supervisor rating the classified employee and the supervisor of the rating supervisor shall review efficiency reports prior to the report being discussed with the evaluated classified employee.
- f. Supervisors shall meet with classified employees to discuss their respective efficiency reports and obtain the signature of the classified employee.
- g. The original completed efficiency report and three copies shall be sent through the chain of command for review and signatures.
- h. Upon obtaining signatures, the original and copies of the efficiency report shall be filed as follows:

1. The original shall be sent to the District's Human Resources Division, for inclusion in the employee's Official Personnel File.
2. The second copy shall be placed in the Employee's Departmental Personnel File.
3. The third copy shall be given to the employee being rated.

6 GRIEVING EFFICIENCY REPORTS

The following procedures shall be followed when classified employees do not agree with their efficiency rating.

a. A classified employee may file a grievance as provided by district grievance policies. A grievance filed regarding a job performance review shall be limited to semiannual efficiency reports in which the classified employee's overall efficiency rating is reduced to less than met standard. Grievances cannot be filed if the job performance review is reduced only in specific performance factors that do not result in a reduction of the overall efficiency rating to less than met standard.

b. Employees whose efficiency ratings are overturned via the grievance process shall be issued a revised copy of their efficiency rating by their supervisor. Copies of the revised efficiency rating shall be forwarded to the appropriate locations.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	300-06
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: ABSENCE FROM DUTY		

POLICY

Employees shall follow the policy set forth for all district employees in requesting time off and absences.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	300-07
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: DISCRIMINATION, HARASSMENT, AND OTHER PROHIBITED CONDUCT		

POLICY

The Splendora ISD Police Department shall maintain a model workplace free from discrimination based on the protected categories listed in this General Order and free from sexual harassment, retaliation, and other prohibited conduct.

To achieve this model work environment the Splendora ISD Police Department prohibits unlawful discrimination specifically including, but not limited to, disparate treatment and workplace harassment including gender based harassment. The department also prohibits sexual harassment and retaliation among its employees and other workplace misconduct as described in this General Order. Such aforementioned behavior and/or employee behavior that otherwise impairs the maintenance of a professional and dignified work environment is expressly prohibited and shall not be tolerated.

Some requirements and prohibitions listed in this General Order exceed what is required by law. The department's policy is to prevent precursory conduct from occurring before it becomes severe or pervasive as to harm employees or students, interfere with effective management, or violate the law.

This General Order governs employee conduct during working hours or during an off-duty, work-related social or recreational activity. This General Order also governs employee conduct in all District workplaces and vehicles, during business travel, and in any other location where District business is conducted, regardless of whether the property is owned or leased by the District. Off-duty conduct may violate this General Order if the subject matter or purpose of the conduct is not work-related and adversely impacts working relationships or the work environment.

The department and its employees shall take immediate and appropriate action to address violations of this order.

*NOTE: Any complaints against employees that implicate Title IX of the Education Amendments Act of 1972 will be handled in accordance with school district policies and applicable federal and/or state law, and this General Order shall not apply. See District Board Policies DIA and FFH. All employees are responsible for ensuring that they understand Title IX and related district policies.

DEFINITIONS

The following definitions apply to this General Order only.

Class I Violations. Actions that are more than mere offensive utterances or displays of discriminatory or sexually suggestive materials. Class II violations involving aggravating factors (e.g., supervisory status of the respondent over the complainant or a previous sustained disparate treatment, workplace harassment, sexual harassment, or retaliation complaint) shall be titled as Class I violations for formal investigation.

Class II Violations. Actions that are only offensive utterances or displays of discriminatory or sexually provocative material and are eligible for informal resolution.

Complainant. The person making a complaint of prohibited conduct as defined by this General Order. The complainant may also be a third party who witnesses such conduct.

Family or Family Member. Individuals who are related by blood or marriage, former spouses, or biological parents of the same child without regard to marriage. Family also includes foster children and foster parents regardless of residency. Family members may also include spouses, parents, grandparents, children, siblings, aunts, uncles, nephews, nieces, adopted children, cousins, and current in-laws.

Gender Based Harassment. Discrimination or workplace harassment that is not necessarily sexual in nature but is based on the gender or the gender identity of the employee.

Gender Identity. An individual's innate identification as either male or female, although it may not correspond to the individual's body or gender as assigned at birth.

Genetic Information. Information about an individual's genetic tests or the genetic tests of an individual's family members, or information about any disease, disorder, or condition of an individual's family members (e.g., an individual's family medical history).

Prohibited Conduct. Disparate treatment, workplace harassment, sexual harassment, retaliation, and other prohibited workplace conduct as defined or described in this General Order.

Protected Categories. Specific categories listed in section 1 of this General Order. These categories are based on Title VII Civil Rights Act (1964), Age Discrimination in Employment Act (ADEA) (1967), Title I Americans with Disabilities Act (ADA) (1990), the Pregnancy Discrimination Act, the Genetic Information Nondiscrimination Act of 2008 (GINA), including applicable amendments to such acts, and department policy.

Respondent. The person or persons reported as the offender in a prohibited conduct complaint.

Severe or Pervasive Conduct. In assessing whether conduct is sufficiently severe or pervasive, the department shall take into consideration the totality of circumstances including, but not limited to:

a. The frequency of the conduct.

- b. The severity of the conduct.
- c. Whether the conduct is physically threatening, humiliating, or merely an offensive utterance.
- d. Whether the conduct interferes with an employee's work performance.

Under the totality of circumstances, a single incident, if sufficiently severe, could be in violation of this General Order, as could a continuous or frequent pattern of much less severe incidents.

Subordinate. An employee who reports, directly or indirectly, to a supervisor.

1 PROTECTED CATEGORIES

For conduct to be considered discrimination (e.g., disparate treatment, workplace harassment), it must involve misconduct based on at least one of the following protected categories:

- a. Race
- b. Color
- c. Sex, gender and/or gender identity
- d. National origin
- e. Religion
- f. Pregnancy
- g. Age
- h. Disability
- i. Sexual orientation
- j. Genetic information

2 DISCRIMINATION

Discrimination includes, but is not limited to, decisions regarding employment based on a protected category listed in section 1 and that adversely affects an employee's pay, status, position, or assignment, including opportunities for overtime pay and advancement, and includes decisions regarding recruitment, appointment, compensation, promotion, discipline, demotion, transfers, layoff, recall, termination, and training opportunities. Discrimination can manifest as disparate treatment and/or workplace harassment as described below based on a protected category.

Disparate Treatment

Disparate treatment is when an employee of a protected category is treated less favorably than others and such actions are motivated by a discriminatory intent or purpose for taking a job related action. Disparate treatment takes place when all of the following occur:

- a. The employee is a member of a protected category listed in section 1.
- b. The employee is qualified for a position or other job benefit. For example, the employee applied for an open position for which he was qualified, or the employee held a position that he was performing adequately.
- c. The employee is denied the position or other job benefit.
- d. The benefit remains available or was given to someone who is not in the employee's protected category.
- e. The employment action was motivated by a discriminatory intent or purpose.

Workplace Harassment

Workplace harassment is any demeaning, hostile, or offensive conduct. For conduct to be workplace harassment, all of the following must be true:

- a. The conduct is based on a protected category.
- b. The conduct is unwelcome.
- c. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Workplace harassment may be in the form of words, images, deeds, or actions.

In cases alleging workplace harassment, all reasonable efforts shall be made to shield complainants, up to and including a voluntary transfer of assignments away from the respondent, if deemed necessary by the Chief of Police.

3 SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, or unwelcome displays or distribution of sexually-oriented material.

Sexual harassment is defined in District Board Policies DIA and FFH

In cases alleging sexual harassment, all reasonable efforts shall be made to shield complainants, up to and including a voluntary transfer of assignments away from the respondent.

4 RETALIATION

The SISD Police Department forbids retaliation against anyone for reporting prohibited conduct, assisting in making a prohibited conduct complaint, cooperating in a prohibited conduct proceeding (e.g., investigation or lawsuit), or otherwise opposing conduct prohibited by this General Order.

5 OTHER PROHIBITED WORKPLACE CONDUCT

Other prohibited workplace conduct is conduct that does not rise to the level of discrimination (e.g., disparate treatment, workplace harassment), sexual harassment, or retaliation as defined above but may impair the maintenance of a professional and dignified work environment. The other prohibited workplace conduct outlined in this section does not require any employee to find the conduct unwelcome.

Workplace Misconduct

The following examples, if deemed not to rise to the level of discrimination, sexual harassment, or retaliation as defined above, may constitute prohibited workplace conduct:

- a. Sexually based flirtations, advances, leering, whistling, or propositions.
- b. Physical contact, including touching, grabbing, pinching, or massaging.
- c. Sexually oriented communications regarding sexual history, sexual experience, or sexual desires.
- d. Threatening, either directly or indirectly, to retaliate against an employee who refuses to comply with or submit to a request of a sexual nature.
- e. Withholding employment opportunities from an employee because a supervisor has chosen to provide those opportunities to another employee with whom the supervisor is sexually involved.
- f. Conduct of a sexual nature that is inappropriate in a professional work environment. This includes either of the following:
 1. Conduct of a sexual nature that is objectively offensive but does not meet the legal definition of sexual harassment.
 2. Conduct of a sexual nature that is consensual between two or more parties but is nonetheless inappropriate in a professional work environment.

g. Verbal conduct such as insults, jokes, names, epithets, statements, or stories that are lewd, demeaning, derogatory, or objectively offensive.

h. Nonverbal conduct of a sexual nature, including exposing oneself, touching oneself, or making sexual gestures.

i. Graphic verbal comments about an individual's body, bodily function, sexual prowess, sexual deficiencies, or sexual orientation.

j. Inappropriate conduct or comments consistently or frequently aimed at a person or group based on a protected category.

k. Displays in the workplace of written or graphic materials showing hostility or aversion towards or defamation of a protected category. Examples include, but are not limited to, computer generated or transmitted documents such as email depicting any message or image derogatory or demeaning toward a protected category. This includes jokes, pictures, screensavers, or other similar publications.

l. Use of electronic equipment including, but not limited to, computer networks, cellular telephones, or copy machines to transmit or display objectively offensive material of a sexual nature.

m. Deliberately sabotaging work areas or projects and/or deliberately withholding information or equipment necessary for an individual to perform his or her job.

n. Failure of an employee who witnesses disparate treatment, workplace harassment, sexual harassment, retaliation, or other prohibited workplace conduct to report the conduct.

The above is not an exhaustive listing of all types of other prohibited workplace conduct that may be in violation of this General Order.

6 GENERAL PROVISIONS

All cases of prohibited conduct shall be handled immediately and with sensitivity to protect the interests of all parties involved.

Confidentiality

Employees, regardless of rank, who have specific information related to prohibited conduct shall keep this information confidential except when indicated otherwise by the General Orders, related Circulars, management necessity, or applicable laws. Even when required to reveal information related to such issues, employees shall maintain the confidentiality of the allegations to the fullest extent possible.

However, employees should be aware that confidentiality does not mean that incidents of prohibited conduct discussed with supervisors will not be reported. If employees notify supervisors regarding such issues, the supervisors shall report the incidents as directed in this General Order. Confidentiality does not relieve supervisors of the duty to report prohibited conduct.

Cooperation

All employees, regardless of rank, shall fully cooperate with District Personnel, and Internal Affairs in the investigation, handling, and shielding processes related to this General Order.

No employee, regardless of rank, assignment, or function, shall ask investigative personnel to divulge confidential information except as already provided for in this General Order. Questions regarding what information should release shall be directed to the Human Resources Director .

Rights of the Accused

The department recognizes the rights of the accused and the duty to protect respondents against false accusations. Respondents have the right to the following:

- a. A thorough investigation concerning the allegations.
- b. Confidentiality regarding the allegations to the fullest extent possible and a workplace free of defamation.
- c. When permitted by law, access to and review of any report compiled by an outside agency used adversely against the employee.
- d. All legal protections afforded by laws, ordinances, and contracts as they relate to the investigation of employee misconduct.

7 REPORTING PROCEDURES

Employees who witness prohibited conduct or who believe they are the subject of prohibited conduct shall report the conduct immediately as described in this section. Employees who witness or otherwise learn about conduct prohibited by Title IX of the Education Amendments Act of 1972 must also notify the school district's Title IX Coordinator. See District Board Policies DIA and FFH.

Failure to report prohibited conduct is a violation of this General Order and shall not be tolerated.

Supervisor Reporting and Response

Supervisors who witness, are advised of, or otherwise become aware of prohibited conduct are required to report the prohibited conduct and cannot agree to do otherwise. Once a supervisor is aware of prohibited conduct, the supervisor shall do both of the following:

- a. Take immediate and appropriate action to stop and/or prevent further misconduct. The supervisor shall implement interim shielding if necessary (see section 9).
- b. Promptly report the prohibited conduct to the Human Resources Director (no later than 24 hours from discovery of the incident). If circumstances indicate that the Human Resources Director should be notified immediately (e.g., the misconduct is egregious or the victim needs additional support) the supervisor shall do so.

Employee Reporting

While employees may utilize any of the reporting methods listed below, the preferred method for employees to report prohibited conduct is through Human Resources. This enables the department to take immediate action to:

- a. Determine the nature of the complaint.
- b. Ensure the complaint is properly assigned to the appropriate unit for handling.
- c. Implement an immediate shielding plan for the complainant if necessary.

Employees who witness prohibited conduct or who believe they are the subject of prohibited conduct shall report the conduct immediately to one of the following:

- a. Their immediate supervisor
- b. Human Resources Director
- c. Chief of Police

8 SUPERVISOR RESPONSIBILITIES

The supervisory duties and responsibilities, and the standards of supervision discussed in this General Order apply to all supervisory level personnel regardless of rank.

All supervisors shall be very familiar with the department's harassment and discrimination policies. The job performance reviews for supervisors shall include documentation indicating they have read and understand the policy and their responsibilities under it.

Supervisors shall be held accountable for the manner in which they exercise the authority of their offices as outlined in this General Order and General Order 200-05, Conduct and Authority.

Prevention is the best tool available to maintain a model workplace free from discrimination, sexual harassment, retaliation, and other forms of prohibited conduct. Therefore, supervisors shall take proactive measures to prevent prohibited conduct.

Standards of Supervision

All supervisors are required to comply with the following standards of supervision. Supervisors shall:

- a. Routinely inspect the workplace for inappropriate signs, posters, cartoons, screensavers, or other similar material, and shall order the removal of such material.
- b. Ensure assignments are based on department needs and policies rather than being inappropriately based on a protected category or in retaliation for participation in the reporting or investigation of a prohibited conduct complaint or on other conduct prohibited by this General Order.
- c. Be a positive example for coworkers and subordinates concerning this policy.
- d. Upon learning of prohibited conduct, follow the reporting procedures listed in section 7, subsection "Supervisor Reporting and Response."
- e. Continue to monitor any previously reported situations and report related acts or allegations to both the Human Resources Director and the Chief of Police.
- f. Not participate in, condone, or allow offensive jokes or conversations.

9 SHIELDING

Shielding is preventative action taken to protect employees in cases involving allegations of prohibited conduct.

The Human Resources Director in consultation with the District's attorney has the responsibility of determining whether shielding is necessary. If shielding is warranted, the Human Resources Director shall recommend a shielding plan to the Chief of Police to protect the parties during the prohibited conduct investigation.

Shielding plans require approval by the Chief of Police.

Shielding may include:

- a. A voluntary reassignment of complainants to other supervisors during the investigation should the issue occur between subordinates and their immediate supervisors.
- b. A voluntary or involuntary reassignment of respondents to other locations during the investigation.

- c. Relief of duty for either the complainant or respondent.
- d. An Order of No Contact may be issued to the complainant, respondent, or both.

10 IA RESPONSIBILITIES

IA is responsible for tracking prohibited conduct complaints. Upon receipt of a complaint alleging prohibited conduct, IA shall do the following:

- a. Take immediate and appropriate action to stop and/or prevent further misconduct.
- b. Immediately contact the Human Resources Director regarding the prohibited conduct complaint so appropriate action can be taken to shield the complainant from retaliation or continued acts of misconduct if necessary.
- c. Initiate a formal complaint regarding the incident.

IA Investigation

Investigations into prohibited conduct allegations should be completed within 30 calendar days from the date of assignment to the investigator unless special circumstances exist. Under no circumstances shall the investigation take more than 60 calendar days unless an extension is approved by the Chief of Police.

In very limited circumstances in which the aforementioned time line is not met and an extension has been approved, investigations into prohibited conduct allegations shall be expedited and completed as soon as possible.

IA personnel who witness or are advised of prohibited conduct shall do the following:

- a. Take immediate and appropriate action to stop and/or prevent further misconduct.
- b. Immediately contact the Human Resources Director and ensure appropriate action is taken to provide shielding of the complainant if necessary.

11 RESOLUTION PROCESS

In an effort to encourage the reporting and successful resolution of complaints, the department has developed informal and formal mechanisms to resolve reported incidents.

Informal resolutions

Class II complaints may be resolved by means other than an IA investigation. This resolution process is referred to as informal resolution. The informal resolution process is designed to promote communication in an effort to resolve conflicts.

The Human Resources Director in consultation with the district's attorney has the responsibility of determining whether informal resolution is appropriate.

Informal resolutions require Human Resources to conduct an initial interview with the complainant. If warranted, Human Resources shall recommend an informal resolution process to the Chief of Police. Informal resolutions require approval by the Chief of Police before implementation.

Informal resolutions may be accomplished through mediation, training, chain of command management plan, counseling, or any other process approved by the Chief of Police. Informal resolutions shall be administered through Human Resources.

Participation in the informal resolution process is voluntary and must be agreed to by all parties to the complaint. If anyone involved with the complaint declines to participate in the informal resolution process, the matter shall be referred to Internal Affairs.

Formal resolutions

Class I violations and certain Class II violations (see Definitions section of this General Order) require formal investigation by IA.

Formal resolution requires a thorough investigation by IA in conjunction with appropriate discipline for sustained violations of department policy.

12 DISCIPLINARY ACTION

Investigations resulting in a formal sustained finding of a violation of any provision of this General Order shall subject the employee to appropriate discipline that could include indefinite suspension.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	300-08
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: GRIEVANCE PROCEDURE		

POLICY

The department, through the grievance process, seeks to resolve employment related issues in a timely, fair, and just manner.

All grievance requests will follow the local Splendora Independent School District policy on grievances.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	300-09
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: SEPARATION AND REINSTATEMENT		

POLICY

Employees separating from the department shall follow the procedures of the Splendora Independent School District employee policy.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	300-10
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: EXTRA EMPLOYMENT		

POLICY

The Splendora ISD Police Department allows employees to hold extra employment when off duty with specific conditions and restrictions. The extra employment must not interfere with an employee's performance of official duties as an employee of the Splendora Independent School District or cause conflicts of interest between the district and the extra employment. Employees must disclose to their immediate supervisors, in writing, any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities, or with the best interest of the District. See District Board Policy DBD.

DEFINITIONS

Alcoholic Beverage Establishment. Any place at which the primary purpose is the sale of alcohol or 51 percent or more of its income is from the sale of alcoholic beverages for on-premise consumption. This also includes rental or temporary facilities where alcoholic beverages are sold, served, or consumed.

Business. The term business means the owner, manager, or any person in control of the establishment, the physical location of the building, and all surrounding property related to the establishment (this includes the parking lot and any traffic control location that leads directly into the business). Businesses that share the same parking lot and are clearly operating independently are to be treated as separate extra employment.

Eight liners. Illegal gambling devices as defined by the Texas Supreme Court.

Escort of convenience. An escort conducted by a police officer either by vehicle or motorcycle with emergency equipment in use where no emergency exists (e.g., escorting sports teams, wedding parties, or corporate executives). Escorting funerals or oversized loads are not considered escorts of convenience.

Extra employment hours. Time spent on extra employment.

House rules. Rules of the extra employment employer that are not specifically authorized by state or federal law or city ordinance.

Permanent extra employment. Extra employment lasting more than 30 calendar days.

Rave. A large organized dance club type event promoted for young people. The typical age of participants is from 16 to 21 years old and the crowd can easily exceed one thousand

participants. A rave generally does not open until midnight and is open well beyond the typical 2 a.m. closing time. The Chief of Police makes the final determination as to what constitutes a rave. If an employee is uncertain whether an event is a rave, the employee will contact the Chief of Police prior to working the event. If the Chief is unavailable for guidance, the employee is not permitted to work the event.

Temporary extra employment. Extra employment lasting 30 calendar days or less.

1 DUTY TO RESPOND AND OFFENSE REPORTS

When an officer is working extra employment and becomes aware of a reportable incident at that location, that officer is responsible for preparing the incident report. Incident reports will be completed according to General Order 800-03, Criteria for Submitting Incident Reports. Unless exigent circumstances exist, incident reports will be completed and reported to the department by the end of the extra employment duty hours. An officer may be required to provide an account of the circumstances that prevented the officer from meeting this requirement. Extra employment incident reports will not be completed during regular duty hours unless authorized leave is taken.

If an arrest is made and transportation is required, the arresting officer will contact the agency whose primary jurisdiction it is and attempt to work out transportation and booking procedures with the other agency.

If an officer working extra employment is informed of an incident occurring at a location other than that of the extra employment, the officer will inform the dispatcher and request an on-duty unit to be assigned to investigate. Officers working extra employment will make a supplemental report if they collect physical evidence, receive information about or from a suspect, or interview a complainant or witness.

Supplemental reports will be completed during the hours of the extra employment or immediately following the extra employment. Extra employment supplemental reports will not be completed during regular duty hours unless authorized leave is taken.

2 RACIAL PROFILING

Officers while working extra employment are governed by the same rules and guidelines concerning racial profiling as if they were on duty (e.g., adequate field notes will be maintained and racial profiling information will be collected at the same time as the offense report). When racial profiling data is collected at extra employment, but no incident report is required (e.g., issuing a ticket) the racial profiling data will be submitted to the department before the officer's next regular duty shift. Extra employment racial profiling data will not be completed during regular duty hours unless authorized leave is taken.

3 APPLICATION GUIDELINES

Supervisory approval is required to submit any extra employment application. Employees will

provide copies of all extra employment applications to their immediate supervisor.

Employees working extra employment for a company with multiple locations (e.g., grocery stores, fast food restaurants, and banks) will fill out one application and list all locations where duties will be performed, provided the same locations are owned by the same person or entity. If a company is an owner franchise business, employees must submit different applications for each location that has a different owner.

Permanent extra employment jobs will be renewed every calendar year in August, unless it is a new application. If an employee's extra employment hours, location, or days change during the year of an application, the employee will contact their supervisor to cancel the old permit and will then complete and submit a new application.

If an employee needs to cancel an extra employment permit, the employee will contact their supervisor via email and request the permit to be cancelled.

Supervisor's Responsibilities

All supervisors will be held accountable for monitoring the categories and hours of extra employment worked by employees under their direct supervision by reviewing each employee's extra employment application for compliance with department policy.

4 REVOCATION OF PERMITS/PRIVILEGES

Permits

The Chief of Police will temporarily suspend any extra employment permit in which an element of the extra employment violates department policy. The Chief will document the reasons for suspending the extra employment. Additionally, supervisors have the authority to immediately suspend (temporarily) the extra employment permit of an officer who may be in violation of department policy, district policy, or law pending review by the Chief of Police. If a supervisory conflict occurs, a supervisor of greater rank will be called to the scene.

All temporarily suspended permits will be immediately reported to the Chief of Police. Any employee regardless of rank who becomes aware of infractions of this General Order or other inappropriate circumstances involving extra employment, will immediately notify the Chief of Police. Employees will also adhere to the requirements of reporting employee misconduct set out in General Order 200-02, Investigation of Employee Misconduct.

A supervisor may recommend an extra employment permit be revoked if it is found the extra employment is interfering with the employee's regular duties. The supervisor will document the justification for permit revocation in correspondence to the Chief of Police. The supervisor temporarily suspending the permit will provide a copy to the affected employee.

The Chief of Police may revoke an extra employment permit without any right of appeal. When the Chief of Police revokes a written notice to the affected employee.

Privileges

When an employee's extra employment privileges have been revoked for more than 90 calendar days, the employee's supervisor may make a written request to the Chief of Police on behalf of the employee for reinstatement of extra employment privileges after the 90th day of the revocation period. Supervisors should make such requests only when an employee's performance is at or near the top of the employee's unit productivity standards. In the event the Chief of Police elects to reinstate an employee's extra employment privileges, the employee's supervisor will review the employee's productivity every 90 days until the original revocation period has expired. Each 90-day review will be forwarded to the Chief of Police through the chain of command.

5 LIMITATIONS

It is possible for employees to agree to work an extra employment without having all the facts of the job related to them, or situations may occur after an agreement to work has been made and approved (e.g., a night club turns into a rave event). If any of the following restrictions occurs or becomes known to the employee, the employee will immediately resign from the extra employment and contact their supervisor with the details.

Extra employment permits will not be approved or will be revoked if:

- a. The maximum work hour limit will be exceeded (16 hours in a 24 hour period). The hours of overtime and court attendance will be included when computing work hours. Officers requesting temporary exemption from the maximum work hour limit should submit a letter of request to the Chief of Police.
- b. An officer has failed to comply with the department's qualification requirements (see General Orders 400-02, Firearms Qualification and Control and 600-07, Use of Force).
- c. Any portion of the extra employment is during the employee's regular work hours and no authorized leave is taken.
- d. As a normal practice to working permanent extra employment, the employee makes shift adjustments, takes authorized leave, or creates a pattern of taking leave.
- e. The job is police-related and the officer is suspended, relieved of duty, taking injury leave, or has been prohibited by the department from working police-related extra employment.
- f. The business allows wet T-shirt or bikini contests, lingerie shows, or topless, bottomless, or nude performers (male or female) to appear on the premises.
- g. Requirements imposed on the business by licenses or permits or other regulations are not complied with by the business during the hours of extra employment, or the business has been found to be consistently or frequently in violation of state or federal law.

- h. The business, its owner, or its manager is of questionable reputation as determined by the Chief of Police and General Order 200-05, Conduct and Authority.
- i. The location or nature of the extra employment is considered by the Chief of Police to be controversial (e.g., labor dispute, civil dispute, or the serving of civil process).
- j. The work location is considered foreign territory (e.g., an embassy).
- k. The employee's permit has been temporarily suspended or revoked.
- l. The business expects the officer to enforce house rules.
- m. The business restricts the employee from areas in which the public has access.
- n. The extra employment involves the hiring of classified officers and the business's primary purpose is the sale and on-premise consumption of alcoholic beverages.
- o. The business is involved in playing bingo, unless the employer is licensed in accordance with the Bingo Enabling Act. When submitting an application for extra employment at these establishments, the employee will include the establishment's bingo license number
- p. The business is involved in gambling, unless sanctioned by state law.
- q. Any employee of the business refuses to cooperate in an investigation related to the extra employment.
- r. The business requires the employee to sign any type of hold harmless indemnity agreement as a condition of employment. An agreement of this type could hold the employee responsible for the employer's attorney's fees and litigation expenses, should the employer be sued.
- s. The business is a rave or rave type event.
- t. The establishment engages in the business of owning or operating amusement machines or similar devices that are currently defined by the state of Texas as illegal gambling devices (e.g., eight liners).

6 RESTRICTIONS

The Chief of Police will not approve any application or permit for extra employment that does not meet the requirements of this or any other department rule or General Order. If an application is denied, the Chief of Police will notify the applicant's supervisor. An employee whose extra employment application is denied may appeal the action in writing to the captain of the Chief of Police.

The Chief of Police will ensure the following requirements and restrictions are adhered to by employees applying for or working extra employment. Employees will not:

- a. Work extra employment that Chief has determined is not in the best interest of the department.
- b. Own any interest in an alcoholic beverage establishment.
- c. Obtain or possess a license or commission from or be registered with the Texas Board of Private Investigators and Private Security Agencies.
- d. Be employed by any business or individual who holds a license issued by the Department of Public Safety Private Security Bureau except when:
 1. The business is one holding a "P" number only.
 2. The business is a medical care facility operating an electronic emergency response system designed to detect and summon aid for medical emergencies. However, employees will not have any duties connected with the operation of the emergency response system.
 3. The employee is performing non police-related tasks.
- e. Solicit or advertise for police-related extra employment from business owners or individuals. Officers will not submit security proposals or sign extra employment contracts without the approval of the Chief. Officers will not form businesses under assumed names, DBA names, companies, or corporations for purposes of police related extra employment.
- f. Use department vehicles during the normal performance of the extra employment (employees may drive their take-home vehicle to and from the extra employment). For example, officers may use the take-home vehicle for protection from the weather, but not for patrolling or driving around an employment site.
- g. Use, possess, or operate a vehicle deceptively similar to a marked department unit while working extra employment.
- h. Work clubs or establishments considered after-hours clubs or businesses with eight liners.

7 EXTRA EMPLOYMENT AT ALCOHOLIC BEVERAGE ESTABLISHMENTS

Employees are prohibited from working extra employment at alcoholic beverage establishments.

8 SALARY AND BENEFIT RESTRICTIONS

Employees will not work any extra employment for compensation or as a courtesy while still on duty.

Benefits, workers' compensation, public liability, or legal representation provided by the district may not be available to employees while working extra employment. Workers' compensation may not be available to employees who work extra employment and fail to obtain a permit number prior to working. Employees are advised to determine what coverage is available from their extra employment employers.

9 COORDINATORS AND STAFFING**Coordinators**

Extra employment coordinators act as administrative liaisons between the employer and the officers who provide a police service. Coordinators will not accept payment for work performed by other officers or pay officers working for the employer.

Each officer must be paid directly and individually by the employer as an employee or individual contractor. Extra employment coordinators will not exercise hiring and firing authority over officers working for the employer. Only the employer may hire and fire officers.

Coordinators may also supervise extra employment provided they are the rank of sergeant or above. No coordinator who is a supervisor will exercise authority over an officer of a higher rank. Extra employment coordinators will adhere to the Maximum Work Hour Limit while coordinating extra employment.

10 DEPARTMENT OWNED EQUIPMENT

Use of department vehicles by employees engaged in extra employment is prohibited (see section 6, Restrictions, items f and g of this General Order). Department-owned property and special assignment uniforms will not be used in the performance of extra employment, unless approved in writing by the Chief of Police.

Exceptions to this rule are:

a. Officers working uniformed police related extra employment will wear their department issued official uniform and comply with all department regulations concerning their personal appearance (see General Order 300-11, Appearance and Grooming Standards)

b. Officers may use any assigned gear that conforms to the official uniform standard (e.g., baton, body armor, Taser) while engaged in extra employment.

c. Laptop computers, mobile digital terminals, and police radios may be used in police-related extra employment.

11 POLICE-RELATED EXTRA EMPLOYMENT OUTSIDE MONTGOMERY COUNTY

Officers working police-related extra employment in areas outside of Montgomery County must receive verbal approval from the highest-ranking law enforcement official in that jurisdiction. When entering these extra employment applications, the official's name, title, and telephone number, and date of approval must be placed in the appropriate field before submitting the application for approval.

12 WORK HOUR LIMITS

Employees will not work extra employment, scheduled overtime, or special enforcement programs that they can reasonably foresee will cause them to exceed the maximum work hour limit (more than 16 hours in a 24 hour period). Officers may use time off to work extra employment.

General Order	ISSUE DATE August 1, 2020	NO. 300-11
	REVISED DATE January 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: APPEARANCE AND GROOMING STANDARDS	

POLICY

All employees shall dress in a professional conservative manner with design, color, and style suitable to their job function. Personnel shall adhere to the standards set by their assignment. All classified employees shall possess and maintain in good repair an official classified uniform as issued or approved by the department, regardless of the nature of their assignments. Each employee, regardless of assignment, shall be dressed in a manner rendering them capable of safely carrying out the functions of a police officer.

Any exceptions to the policies outlined in this subsection require approval by the Chief of Police.

DEFINITIONS

Formal Occasions. A classified employee's funeral, Police Week events, award ceremonies, cadet graduations, and any other occasion so deemed by the Chief of Police.

Official Classified Uniform. The set of uniform items issued to employees or approved for wear by the Chief of Police upon becoming a Splendora ISD police officer. This excludes special assignment uniforms.

Special Assignment Uniform. Any special attire, uniform, or gear that deviates from the official classified uniform; displays colors, logos, and/or official patches of the Splendora ISD Police Department; and is worn by authority of the Chief of Police.

1 STANDARDS OF APPEARANCE

All employees wearing a department approved uniform, displaying on their person a Splendora ISD employee identification card, or representing the department in an official capacity shall follow the standards of appearance outlined in this section.

Facial Hair

Male civilian employees are allowed to have facial hair that is neatly trimmed and conservative in appearance.

Mustaches:

Male classified employees may have mustaches, but they shall be neatly trimmed and not extend:

- a. More than half an inch beyond the outer corners of the mouth.
- b. Below the outer corners of the mouth.
- c. Below the upper lip.
- d. No handlebar mustaches are allowed.

Beards and Goatees:

Full beards must be kept neat and clean. They shall be worn with a moustache, shall cover the complete jaw line, the cheeks shall be shaved on and above the cheekbone, and the neck shall be no more than 1 inch below the jaw line.

Goatees must include a mustache and be kept short and neatly trimmed.

Beards must be no shorter than $\frac{1}{4}$ inch in length or longer than $\frac{1}{2}$ inch in length. Beards should be maintained as to not extend to any part of the neck.

- a. Chin Strap Beards (beards that are trimmed to a thin line along the jaw without a moustache) are not permitted
- b. Patchy Beards (beards of uneven growth) are not permitted.
- c. Stubble (beards shorter than $\frac{1}{4}$ inch in length (also referred to as 5'oclock shadow) are not permitted.

Sideburns:

Sideburns, for employees, shall not extend farther than the lowest tip of the earlobe. Sideburns shall be of a naturally even width and shall end with a clean-shaven horizontal line.

Hair

All employees shall keep their hair clean and neatly groomed so as to present a professional appearance at all times.

Employees shall wear their hair in a manner suitable to a quasi-military organization. Hair is not to be worn in unusual ways as to detract from the professional appearance of the uniform. Unusual styles include, but are not limited to, abnormal coloring or multi-coloring, carvings, ducktails, dreadlocks, mohawks, and mullets.

Female Uniformed Employees:

The hair of female classified employees in uniform shall not extend more than four inches below the top of the collar of the official classified uniform shirt. Braids or a single ponytail shall be acceptable, but shall not hang below four inches from the top of the collar. Any braids must have a professional appearance. Hair restraints may be worn, but they must complement the hair color or be black, brown, silver, or gold in color and have no ornamentation.

Male Uniformed Employees:

The hair of male classified employees in uniform shall not extend more than half an inch below the top of the collar of the official classified uniform shirt. Hair on the sides shall not cover more than half of the ears. Hairstyles shall represent conservative and professional standards.

Jewelry

All personnel shall have a professional appearance and any visible jewelry shall be conservative in style. Employees while wearing a department authorized uniform shall abide by the appearance standards regarding the wearing of jewelry and accessories outlined below.

- a. All jewelry shall be modest and conservatively styled.
- b. Only one wristwatch at a time may be worn.
- c. Only one ring per hand may be worn. (A wedding set is considered one ring.)
- d. Necklaces of any type shall be concealed at all times.
- e. Bracelets shall not be worn unless it is specifically for a medical alert notification.
- f. No insignia except that which is authorized by the Chief of Police shall be worn.
- g. Female classified employees may wear small, conservative, single-colored earrings on their earlobes. Earrings shall not extend below the earlobes or have loose or dangling parts and shall not extend above the middle part of the outer ear. Only one earring per ear shall be permitted.
- h. Male classified employees shall not wear earrings.
- i. No jewelry or tie bar shall be worn on the uniform tie. Tie tacks may be worn, but must be concealed from view.
- j. All jewelry, except that which is specifically authorized by this General Order, shall be concealed and not visible while in uniform.

Employees shall not wear any type of exposed body piercing jewelry or articles (e.g., nose, tongue, eyebrow).

Makeup and Fingernails

Classified employees' fingernails shall be clean and neatly trimmed and shall not extend more than a quarter inch beyond the fingertip or be of such a length as to interfere with the efficient operation of police equipment or cause injury to the employee or others.

Only female employees may wear nail polish or makeup, but both must be subdued and moderate in tones and application.

When nail polish is worn by female classified employees, all fingernails shall be the same single color. When toenail polish is worn and exposed, all toenails shall be the same single color. No visible ornamentation on the nail is allowed

Physical Standards

All employees shall exercise good bodily hygiene and cleanliness by bathing daily.

All classified employees should, through regular exercise and moderate living habits, maintain themselves in such a physical condition as to be able to handle strenuous physical contacts or the demands required of a law enforcement officer.

All classified employees should maintain their weight proportionate to their height and age as advised by their physician.

Tattoos and Body Art

If deemed inappropriate by the Chief of Police the tattoo shall be covered up.

2 OFFICIAL CLASSIFIED UNIFORM

When in uniform (on duty or off duty working extra employment) officers shall wear the official classified uniform or a special assignment uniform issued or approved by the Chief of Police. Off duty classified employees wearing the departmental approved uniform shall respond to citizens or other law enforcement requesting assistance. If flagged down or approached, personnel shall stop and request assistance from on-duty personnel, if necessary.

All uniformed classified employees shall be inspected at least once a month by their supervisor. The inspection shall ensure each classified employee's official classified uniform or special assignment uniform and equipment meet the standards of this General Order.

All uniforms when worn shall be clean, neatly pressed, properly hemmed, in good repair, in working order, and worn in a manner that presents a professional appearance.

All weapons and accessory equipment shall be clean, in good repair, in working order, neatly polished, and worn in a manner that presents a professional appearance.

The official classified uniform shall include the following approved items or those issued by the Chief of Police.

- a. Short- or long-sleeve dark navy blue uniform shirt.
- b. Badge, name tag, pins, and other approved insignias.
- c. Tie.
- d. Dark navy blue pants
- e. Accumold Elite belt or Sam Browne style, firearm holster, closed case handcuff holder (single or double case), ammunition holder or case, accessory equipment holders or cases, keepers (if needed), and other equipment authorized by the Chief of Police.
- f. Black footwear with black or dark navy blue socks. White socks are acceptable if not seen when in a seated position.

Unless otherwise approved by their supervisor, employees shall wear their official classified uniform or approved special assignment uniform while attending or engaged in any of the following activities:

- a. On-duty assignments or activities.
- b. Approved uniformed extra employment.
- c. Approved speaking assignments.
- d. Testifying for the state in courts of law, unless the court approves of or requires plainclothes Attire.

Shirts

All uniform shirts shall be clean and neatly tucked inside pants with no overhang. Shirts shall be worn with all buttons buttoned (except the top button) and all zippers zipped completely. When the long sleeve shirt is worn with a tie, the uppermost button shall be buttoned. A tie shall not be worn with the short-sleeve shirt.

The cuffs of long-sleeve uniform shirts shall be buttoned and not rolled up. Officers shall not alter the sleeve length or width of the issued short-sleeve uniform shirt or special assignment uniform (issued or self-purchased).

All approved regular and special insignia items shall be attached to the uniform shirt in the manner prescribed by this General Order. No shirt other than the one issued shall be worn as part of the official classified uniform or special assignment uniform unless specifically approved by the Chief of Police.

A crew neck undershirt or T-shirt may be worn under the uniform shirt, but shall not be visible at the neck unless it is dark navy blue or black. Long-sleeve undershirts may be worn with only long-sleeve uniform shirts. Undershirts and T-shirts must be clean and in good repair. They shall not contain any inscriptions or decorative artwork.

There shall be no specific winter or summer uniform shirt. The wearing of either a short- or long sleeve shirt shall be based entirely on individual comfort.

Pants

The official classified uniform pants shall be the issued six-pocket pants or the issued dress pants hemmed to the proper length required for a good fit. The pant leg openings may be altered for length only, not width, and shall be worn as issued. Additionally, uniform pants shall not be worn inside uniform boots unless this action is part of the officer's special assignment uniform.

Collar Emblems

Employees shall wear the "PD" collar emblems and shall affix them to the official classified or special assignment uniform shirt collars.

Badges

The badge shall be affixed or sewn on to the front left side of the uniform shirt. The badge is a mandatory item of the official classified uniform. No officer shall wear a badge of another officer at any time or for any reason.

Name Tag

The name tag shall be worn affixed to the front of the uniform shirt, centered immediately above the right shirt pocket flap or in the allotted slots. Customized designs or attachments to the name tag are prohibited (e.g., miniature badges, "Serving Since ... "). The name tag is a mandatory item of the official classified uniform.

Rank Insignia

Sergeant chevrons shall be affixed to the official classified uniform shirts and select special assignment uniform shirts worn by all personnel holding the rank of sergeant. Sergeant chevrons shall be sewn on both sleeves of the uniform shirt directly below the shoulder patch and centered laterally with the yoke seam.

Insignia bars for the rank of lieutenant shall be worn on the collar, parallel to and up against the front line of the top stitching on the collar in such a way that they are centered between the bottom point of the collar and the top fold.

Insignia stars for the ranks of Chief of Police shall be worn adjacent and parallel to the longer seam along the bottom of the collar beginning just inside the front seam.

Rank insignias are mandatory items of the official classified uniform and some special assignment uniforms.

Shoulder Patches

Shoulder patches shall be worn on all approved official classified uniforms, jackets, windbreakers, dress coats, and some special assignment uniforms. The shoulder patches shall be sewn to the upper part of both sleeves. The top of each patch shall touch the shirt's yoke seam and be centered laterally.

Sam Browne Equipment and Accessories

Mandatory equipment on the Sam Browne shall be as follows:

- a. Loaded approved primary weapon
- b. Issued or approved holster
- c. Closed handcuff case
- d. Handcuffs
- e. Loaded conducted energy device (CED), if assigned to the employee.
- f. Portable radio and radio holder
- g. Fully loaded magazines

All issued equipment shall be worn, carried, and used only as authorized by the Chief of Police. No changes, alterations, modifications altering the appearance, or substitutions shall be made to department issued equipment unless approved by the Chief of Police.

All accessory equipment or carrying cases not issued by the department but authorized by the Chief of Police for self-purchase, shall be black and plain in design.

Footwear

Shoes:

Shoes or boots are to be worn with all approved uniforms and shall be one of the following:

- a. Lace-type military dress shoes of a high or low-quarter style with rubber walking heels.

- b. Boots of Wellington or similar type with rubber walking heels and a rounded, smooth toe design.
- c. Lace-type, low-quarter leather shoes with smooth toes and rubber walking heels.
- d. Oakley SI Patrol Boots or a similar lace-type military boot that has mesh along the sides of the boot, as long as the boot has a smooth rounded toe capable of maintaining a shine.

Footwear must be capable of maintaining a shine. All approved footwear shall be black and have no ornate, decorative stitching or perforation that detracts from a professional appearance. Boot tops must be of sufficient height to prevent pant leg bottoms from falling into or hanging inside the boot.

Cool or Cold-Weather Gear

Coats, Jackets, Windbreakers:

During periods of cold or cool weather, uniformed classified employees may wear their department issued or approved coat, jacket, or windbreaker. Coats, jackets, and special assignment uniforms.

Classified employees shall not wear any cool or cold-weather gear not approved by the Chief of Police.

Gloves:

Classified employees may self-purchase cool or cold-weather gloves (not to be confused with search gloves) that are plain black or dark navy blue to wear as long as the gloves allow for the proper hand and finger use and control of police equipment.

Rain Gear

During periods of inclement weather, uniformed classified employees are advised to use the department issued rain gear for their own comfort and to avoid unnecessary damage to the official classified uniform and gear. Rain gear shall not be worn as a replacement for more appropriate department issued cool or cold-weather gear when the weather is cool or cold but not raining.

Search Gloves

Officers may wear approved puncture resistant gloves only when searching suspects or prisoners. These gloves are not furnished by the department and purchasing the approved search gloves is the responsibility of the individual officer.

3 RESTRICTIONS

Classified employees shall not wear any portion of a department issued or approved uniform while under suspension.

When the department issues a particular uniform item, that item shall supersede any similar item previously issued. If the department does not issue a particular item, officers shall use only those comparable items that have been approved in writing by the Chief of Police.

The uniform shall always be worn as a total unit except as authorized by General Orders or as directed by a supervisor. Officers shall not give or loan any part of their department uniform to a person who is not a classified employee of the department.

Officers shall wear department uniforms only when acting in an official capacity.

4 IDENTIFICATION

Whenever personnel are on police property, they shall wear their official Police Department identification card prominently displayed at or above the waist on the front of their person so that the employee's photograph and name are easily visible.

Classified employees may display their badge along with the official identification; however, it is not considered a substitute. Only classified employees in an approved uniform are exempt from this requirement.

5 ISSUED EQUIPMENT

An employee issued uniforms or equipment is responsible for returning issued equipment at the time of resignation or termination.

Uniforms shall be replaced if they have an unprofessional appearance (e.g., torn or frayed).

Personnel are required to turn in any used articles prior to receiving any replacements. Personnel shall do the same when any new item is issued by the department that supersedes one previously provided.

6 BODY ARMOR

The following shall wear their body armor while wearing the official classified uniform:

- a. Employees regularly or temporarily assigned at which they regularly interact with the public.
- b. Employees working extra employment.

Upon acceptance of the body armor, classified employees shall maintain and care for the vest in the manner prescribed in the instruction manual.¹²¹

To guard against the potential development of heat-related issues, supervisors should be cognizant of particular assignments that may have abnormal heat or humid conditions. In such circumstances, supervisors should ensure their subordinates have adequate breaks to cool down and remain hydrated.

Employees should notify their supervisors of the need for breaks during such assignments.

7 INSPECTIONS

Supervisors shall hold regular division inspections to ensure compliance with this General Order.

Supervisors shall be held responsible for the appearance of their subordinates. In any case, immediate corrective action shall be taken when violations occur.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	300-12
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: USE OF INTOXICANTS		

POLICY

Employees shall not use, purchase, consume, or transport intoxicants in a manner prohibited by this General Order.

DEFINITIONS

Intoxicant. Any drug, medicine, alcoholic beverage, or substance that affects the normal use of mental or physical faculties.

Intoxicated. Not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body; or having an alcohol concentration at or above the concentration level as set by Section 49.01 of the Texas Penal Code.

Under the Influence of Alcohol. Having any measurable concentration of alcohol in one's blood, breath, or urine.

1 RESTRICTIONS FOR ALL EMPLOYEES

Employees shall not:

- a. Consume any alcoholic beverage or other intoxicant regardless of assignment (plainclothes or uniformed) while on duty (see section 3).
- b. Report for or stay on duty while under the influence of alcohol or other intoxicant.
- c. Bring an alcoholic beverage into any police facility (unless it has been confiscated for destruction or evidence).
- d. Allow an alcoholic beverage container in any Department vehicle (unless it is being confiscated for destruction or evidence).
- e. Purchase an alcoholic beverage while on duty.

In addition, employees who are off duty AND wearing a department issued uniform or wearing or displaying indices of the Police Department (e.g., displaying police identification), or who are otherwise readily identifiable as a Police Department employee, shall not:

- a. Consume any alcoholic beverage or other intoxicant in public view.
- b. Be intoxicated in public view.
- c. Purchase an alcoholic beverage.

Officers shall not exercise police authority while under the influence of alcohol or other intoxicant whether on or off duty.

General Order	ISSUE DATE August 1, 2020	NO. 400-01
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: SISD PD BADGES AND IDENTIFICATION CARDS		

POLICY

Employees shall not alter, duplicate, modify, substitute, exchange between employees, or transfer to another person their SISD PD badge, or official identification card (ID card), unless otherwise authorized in this General Order or approved by the Chief of Police.

Employees shall not use any badge, or ID card that does not conform to department policy or specifications. All department issued equipment remains the property of the department and shall be carried and used only as issued and authorized.

1 BADGES AND IDENTIFICATION CARDS

Identification and Recognition

Employees shall carry their ID card with them while on duty, wearing a department uniform, performing police-related extra employment, or on police property.

Officers shall give their name, and other pertinent information to any person requesting such facts unless doing so would compromise a police assignment.

Whenever away from district property, uniformed police officers shall not acknowledge or show recognition of another police officer in civilian clothes unless that officer first addresses the uniformed officer.

Whenever employees are on district property, they shall wear their official SISD PD identification prominently displayed at or above the waist on the front of their person, so that the employee's photograph and name are easily visible. Only officers wearing a department uniform are exempt from this requirement.

2 RELIEVED OF DUTY

When employees are relieved of duty, their badge, all official ID and security credentials, and keys shall be confiscated and stored in the police office.

3 REPLACEMENT

Whenever a badge, or ID card is lost, stolen, or damaged, the employee's supervisor shall give the employee a 48-hour notice and an investigation shall be conducted in accordance with the department's disciplinary system.

The department may seek restitution from the employee for the total cost of the property if the loss or damage is a result of negligence.

When employees' badges or ID cards are lost, stolen, or damaged, employees shall do all of the following:

- a. Report the incident immediately to their supervisor.
- b. Generate a Significant Event Report.
- c. Have an incident report generated.

General Order	ISSUE DATE August 1, 2020	NO. 400-02
	REVISED DATE March 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: FIREARMS QUALIFICATION AND CONTROL	

POLICY

Officers shall carry only those firearms that meet department standards. Officers are responsible for attaining and maintaining proficiency in the use of the approved firearms they carry and shall obey all department policies and procedures related to firearms control.

Except as noted in this General Order, officers shall carry only those firearms listed in Attachment A of this General Order. All approved weapons used by officers in the performance of their official duties shall not be altered from the manufacturer specifications nor changed in any way that affects the safety or function of the weapons.

All primary, back-up, and off-duty weapons shall be professional and conservative in appearance. Officers shall not adorn their firearms with any symbol or design other than the standard manufacturer emblem, or with any equipment or additions not listed in this General Order.

A description including the make, model, and serial number of all firearms carried by each officer shall be listed in the SISD Police Department's firearms registration documentation.

DEFINITIONS

Attempt to Qualify. When an officer during an official qualifying line scored by range personnel shoots and attempts to pass the appropriate firearms qualification course with a firearm the officer intends to carry.

Back-up Weapon. A firearm that meets the guidelines set forth in this General Order, that is registered in the department's firearms registration documentation as a back-up weapon, and that may be carried only as described in this General Order.

Off-Duty Weapon. A handgun registered in the department's firearms registration documentation and that may be carried in an off-duty capacity once guidelines set forth in this General Order are met. An off-duty weapon may also be carried as a back-up weapon when all criteria and qualifications have been met.

Plainclothes. For the purpose of this General Order only, plainclothes refers to all manner of dress other than approved department uniforms.

Primary Weapon. A handgun that meets the guidelines set forth in this General Order, that is registered in the department's firearms registration documentation as a primary weapon, and that may be carried alone.

Qualification. When an officer during an official qualifying line shoots and passes the appropriate firearms qualification course with a firearm the officer intends to carry.

Shoulder Fired Weapon. A shotgun or carbine that meets the guidelines set forth in this General Order, that is registered in the department's firearms registration documentation, and that may be carried only with a primary weapon if the officer is in police uniform, on duty, or working police-related extra employment.

Under the Influence of Alcohol. Any measurable concentration of alcohol in a person's blood, breath, or urine.

1 PRIMARY WEAPONS

Except as noted in this General Order, officers shall carry a primary weapon for which they hold current qualification while in police uniform, on duty, or working police-related extra employment. Regardless of assignment or exceptions outlined in this section, all officers shall qualify annually with an approved primary weapon on the department's primary weapons course as outlined in this General Order.

Uniformed Officers

Only the weapons listed under Uniformed Officers in Attachment A are approved primary weapons for officers while in uniform.

Plainclothes Officers

Only the weapons listed under Plainclothes Officers in Attachment A are approved primary weapons for officers while in plainclothes.

2 OFF-DUTY WEAPONS

Officers who are off duty are not required to carry a firearm, and may be specifically prohibited from doing so by General Order 300-12, Use of Intoxicants or section 12, subsection "limitations" of this General Order. Officers shall remain responsible for complying with all department policies and procedures, and are still required to take appropriate action when required. If unarmed, appropriate action may include contacting 9-1-1 or the police dispatcher about a crime in progress rather than attempting to make an arrest.

Off-duty officers working police-related extra employment or wearing a police uniform are required to carry a primary weapon in accordance with all applicable provisions of this General Order.

If an off-duty officer not wearing a police uniform and not working police-related extra employment elects to carry a handgun, the officer shall carry a primary weapon or an off-duty weapon that matches one of the following description:

a. **Semiautomatic pistols.** Semiautomatic pistols must be chambered for .380 caliber cartridges or larger and have a barrel length of at least two inches. Handguns carried off duty must hold a minimum of five rounds of ammunition.

Officers shall qualify annually on the department's off-duty weapons course with all off-duty weapons they intend to carry. Off-duty weapons are to be carried in a concealed and inconspicuous manner.

3 BACK-UP WEAPONS

While in police uniform, on duty, or working police-related extra employment, officers are not allowed to carry a back-up weapon alone without an approved primary weapon.

While off duty and not wearing a police uniform and not working police-related extra employment, officers are allowed to carry a back-up handgun alone without an approved primary or off-duty weapon.

Except as noted elsewhere in this General Order, the department approved back-up weapons described in the following subsections are the only firearms officers may carry in addition to their primary weapon if the officer is in police uniform, on duty, or working police-related extra employment.

Handguns

Back-up handguns must be .22 caliber or larger (.25 caliber is prohibited) and have a barrel length of two to four inches. If an officer's back-up handgun is a revolver it must be double action. Back-up handguns must hold at least five rounds of ammunition. Officers shall qualify with these weapons annually on the department's off-duty weapons course. Back-up handguns shall be carried in a concealed and inconspicuous manner.

Shotguns

Officers who successfully complete a Shotgun training course and appropriate qualification course may carry a shotgun as a back-up weapon while in uniform, on duty, or working police-related extra employment. Officers shall qualify annually in a manner dictated by the Chief of Police and shall demonstrate a working knowledge of the specific shotgun.

Only those shotguns listed in Attachment A have been approved by the department unless included as an exception as described in section 10 of this General Order.

Only shotguns having all of the following features shall be approved by the department:

- a. 12 gauge
- b. Pump or semiautomatic
- c. Dual action bars (applicable to pump action shotguns)
- d. Cross-bolt safety
- e. Barrel length of 18 to 20 inches
- f. Black, blued, or silver finish
- g. Bead or iron sights
- h. Loading and ejection through two different ports
- i. No optical devices

Shotguns may have folding or retractable stocks. Pistol-grip only shotguns are not approved. Officers shall transport shotguns in the trunk or cargo area of the vehicle inside a case or in a department approved and installed rifle rack in the driver compartment of a department patrol vehicle provided the officer has completed the requisite training.

Carbines

Officers of any rank who successfully complete all portions of the requisite carbine rifle training may carry approved carbines as a back-up weapon while in uniform, on duty, or working police-related extra employment. Once trained, officers shall qualify annually in a manner dictated by the department and shall demonstrate a working knowledge of the specific carbine.

Only the carbines listed in Attachment A are approved for qualification and deployment. The AR-15 style carbine with a barrel length of 16 to 20 inches and an overall length of more than 26 inches is an approved carbine. Approved carbines may have retractable or folding stocks.

Approved carbines shall be black in color. Multicolor or camouflage carbines are prohibited. Approved carbines must have iron sights and may in addition have electronic optical sights as listed in Attachment A. Allowable electronic optical sights must have no magnification and shall be mounted either with a quick release return to zero mount or in a manner that allows the immediate use of the back-up iron sights should the electronic optic fail for any reason.

No officer shall carry a rifle or a carbine of a type or configuration different than that specified in this subsection unless specifically authorized in writing by the Chief of Police.

Once the requirements outlined in this subsection are met, officers shall transport carbines in the trunk or cargo area of the vehicle inside a case or in a department approved and installed

rifle rack in the driver compartment of a department patrol vehicle. Carbines shall be stored with a magazine seated in the magazine well, the safety engaged, and the chamber empty.

Officers may respond and deploy with an approved carbine in any high-risk situation in which a Suspect:

- a. Possesses a rifle, assault rifle, machine gun, or shotgun.
- b. Possesses or uses body armor.
- c. Employs measures that put any officer at a tactical disadvantage that cannot be overcome with a handgun.

Officers may also respond with a carbine at any special threat situation that could involve a possible active shooter in a school.

At the end of a high-risk situation in which a carbine was deployed, officers shall immediately render the carbine safe as described above and place it back in the trunk or cargo area of the vehicle or in the rifle rack.

4 AMMUNITION

Except with approval by the Chief of Police, no officer shall carry any of the following types of ammunition in any weapon.

- a. Armor piercing
- b. Tracer ammunition
- c. Glaser safety slug
- d. Rat shot
- e. Frangible ammunition

All shotguns shall be loaded with either "00" or No.4 buckshot.

5 GRIPS

All weapons carried while an officer is in uniform, on duty, or working police-related extra employment shall have grips made of wood, plastic, metal, or rubber. Grips shall not be adorned with emblems or designs other than the standard manufacturer logo.

6 HOLSTERS

Approved uniform holsters are listed in Attachment A of this General Order. The following procedures regarding uniform holsters shall be followed.

- a. Holsters shall not be modified in any way.
- b. Each holster is to be used for only the particular weapon or configuration for which it was made.
- c. Officers shall bring their "Sam Browne" and uniform holsters when reporting to qualify.
- d. Officers may, at their own expense, purchase and wear custom-made holsters provided the holsters meet all criteria and specifications set forth for the official holsters.
- e. Officers shall demonstrate proficiency when transitioning to a different approved holster before using it on duty.

7 WEAPON REPLACEMENT

In the event a handgun that is not on the primary weapons list in Attachment A, but has been continuously registered with the department since before August 1, 2020, becomes stolen, lost, or non-repairable, officers have the option of replacing that primary weapon with an identical firearm. If an identical replacement firearm is not available, the firearm shall be replaced with one from the approved list in Attachment A of this General Order.

This replacement policy also applies to shotguns that have remained continuously registered in an officer's department firearms record since before August 1, 2000.

Prior to carrying any replacement weapon, officers shall qualify with the weapon on the appropriate qualification course.

8 CARRYING A FIREARM

In compliance with General Order 200-05, Conduct and Authority, officers, regardless of rank or assignment, while in the state of Texas are required to take prompt, effective, and appropriate police action with respect to violations of the law coming to their attention whether they are on or off duty, unless doing so would compromise the safety of an officer working in an undercover capacity. Therefore, officers are encouraged to carry firearms that meet department standards at all times while in the state of Texas.

Officers are reminded that when taking action that involves the use of a firearm, the trigger finger shall remain outside of the trigger guard and "indexed," unless the officer has clear sights on a threat and is prepared to shoot.

Officers shall see General Order 200-05, Conduct and Authority, for information regarding off-duty intervention protocol while in the state of Texas.

Section 46.15 of the Texas Penal Code, "Non-applicability" (to police officers), states that restrictions for carrying weapons as outlined in sections 46.02 and 46.03 of the Texas Penal Code do not apply to police officers while on or off duty. Officers shall see General Order 400-06, Carrying Concealed Firearms, for information regarding carrying a concealed firearm outside the state of Texas.

Limitations

Limitations apply to officers carrying firearms in the following areas and circumstances.

- a. Courts. While attending court, officers shall adhere to that court's policy regarding the carrying of firearms and shall surrender their firearms if a bailiff so requests.
- b. Psychiatric Wards. Armed officers shall not enter any facility's psychiatric ward except under the most serious of circumstances, and then only after having received approval from the physician in charge of the unit, or in the absence of the physician in charge, any on-duty physician in the unit.
- c. Under the Influence of Alcohol. General Orders prohibits officers from exercising the authority of their office while off duty and under the influence of alcohol.
- d. Under the Influence of Medication. Officers shall exercise prudence when taking prescribed or over-the-counter medications that may impair their physical or mental faculties. Medications affect individuals differently and numerous medications come with warnings that they may cause drowsiness or other impairing side effects. Officers who take medication or a combination of medications that they know will cause impairment or that have a high probability of causing impairment shall not carry a firearm. Officers shall not carry a firearm while experiencing impairing side effects from any medication.

9 QUALIFICATION WITH FIREARMS

Officers are authorized to carry only those handguns and shoulder fired weapons with which they have qualified during or since their most recent yearly qualification. Officers shall maintain current qualification with all firearms they intend to carry per the guidelines in this General Order.

All firearms for which officers hold current qualification shall be listed in the department's firearms registration documentation.

All officers shall qualify annually with an approved primary weapon prior to qualification with any other weapon. Qualification with a primary weapon shall be on the primary weapons course. Qualification with other firearms shall also be performed at a firearms range. Regardless of which firearms range an officer uses, the officer shall comply with that facility's policies.

Failure to qualify with a firearm or not attempting to qualify with a previously authorized firearm shall result in that weapon not being eligible for use as an on- or off-duty weapon.

"Modular" firearms, such as the Sig Sauer P320, enable the user to change the frame size, barrel length, and caliber of the firearm while still retaining the same serial number. Officers are authorized to carry a modular firearm, on or off duty, only in the configuration in which the officer has qualified and as authorized in Attachment A. If an officer changes the frame size, barrel length (e.g., from full size to compact), or caliber, the officer must qualify with the firearm in the additional configuration in order to receive authorization to carry it in the additional configuration.

10 FAILED TO ATTEMPT TO QUALIFY

All handguns and shoulder fired weapons for which officers do not hold current qualification shall not be carried by officers until they have qualified with those weapons.

Failing Primary Weapon Qualification

Any officer who attempts but fails to qualify with an approved primary weapon on the primary weapons course or who experiences three failed attempts to qualify with a primary weapon, shall notify the Chief of Police in writing.

Any officer who attempts but fails to qualify after the third attempt with an approved primary weapon on the primary weapons course shall not work an assignment that requires the officer to be armed and shall not work police-related extra employment until that officer passes the qualification standards with an approved primary weapon.

The officer shall be required to schedule and attend four hours of redress firearms training with a range instructor. Officers who then fail to shoot a passing score shall be required to schedule and attend sixteen hours of redress firearms training with a Firearms Range instructor.

GENERAL ORDER 400-02
Attachment A
Approved Weapons, Holsters, and Weapon-Mounted Lights

PRIMARY WEAPONS

UNIFORMED OFFICERS

While in uniform (on duty or off duty), the primary weapons authorized for officers listed on this Attachment A are authorized in the 9mm, .40 caliber, and .45 caliber versions.

Glock

9mm models 17/17C and 19/19C
.40 caliber models 22/22C and 23/23C
.45 caliber model 21

Sig Sauer (includes "R" models)

.40 caliber models P229, P226 (OAIISA or OAK), and P320
.45 caliber models 227R-45B or BSS
.45 caliber models P220 and P320
9mm model P226, P229, and P320

Smith & Wesson

9mm model M&P 9
.40 caliber model M&P 40
.45 caliber model M&P 45

PLAINCLOTHES OFFICERS

All primary weapons listed under the Uniformed Officers section, plus

Glock

.40 caliber model G27
.45 caliber model G30
9mm model 43, and model G26

Sig Sauer

.40 caliber model P239
9mm model P239

Smith & Wesson

.40 caliber models, SW99
.40 caliber model M&P compact and shield
.45 caliber model M&P compact and shield
.38 caliber, models 10 and 64
.357 caliber, models 13, 19, 65, 66, 586, and 686
9mm model M&P compact and shield

SHOULDER FIRED WEAPONS
SHOTGUNS

Benelli: 12 gauge, models M1 Super 90 and M2 Super 90
Remington: 12 gauge, model 870

CARBINES

AR-15 Style, .223 caliber

All carbines shall be equipped with iron sights. Aimpoint electronic optical sights are optional.

UNIFORM HOLSTERS

Safariland 070 SS III
Safariland 6360 ALS

Holsters to accommodate handguns with weapon-mounted lights shall be the appropriate ALS or approved threat level III holster specifically designed for the handgun and weapon mounted light to be used.

WEAPON-MOUNTED LIGHTS
HANDGUN LIGHT REQUIREMENTS

- LED or incandescent light, with shock buffer, that must generate a minimum of 110 lumens
- Factory designed to affix to the light rail of a handgun
- Fixed mounted - no portable mounts
- Ambidextrous manual pressure switch - no pressure pad switches
- No laser-flashlight combination

SHOTGUN AND CARBINE LIGHT REQUIREMENTS

- All shotguns must use an integrated (built-in) fore-end weapon-mounted light device
- LED or incandescent light, with shock buffer, that must generate a minimum of 110 lumens
- Factory designed to affix to the weapon
- Ambidextrous manual pressure or pressure pad switch
- No laser-flashlight combination

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	400-03
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: CARRYING CONCEALED FIREARMS		

POLICY

This General Order applies to all active and retired classified employees desiring to carry a concealed firearm under the Law Enforcement Officers Safety Act of 2004 (LEOSA) as amended by the Law Enforcement Officers Safety Act Improvements Act of 2010 and the National Defense Authorization Act of 2013.

Under LEOSA, qualified active and qualified honorably retired police officers may be allowed to carry a concealed firearm in any jurisdiction in the United States or United States Territories. However, the act does not create a right to do so. Active officers who are carrying a firearm while off duty in another state do not have law enforcement authority unless specifically granted that authority by that state. LEOSA pertains only to the authority to carry concealed firearms.

Any state may restrict where an officer may carry a concealed firearm while in their jurisdiction. LEOSA does not authorize active or retired officers to carry a firearm in otherwise prohibited locations. Officers should check the laws of the states where they intend to carry to ensure they are in compliance before traveling out of state.

Officers shall be responsible for adhering to LEOSA standards and following all department policies regarding qualification with and carrying and control of firearms.

DEFINITIONS

Firearm. For the purposes of this General Order, a firearm is any weapon capable of expelling a projectile by the action of an explosive. This includes any lawful ammunition.

A firearm does NOT include any type of:

- a. Machine gun.
- b. Silencer for a firearm.
- c. Destructive device (as defined in 18 United States Code Annotated [U.S.C.A.] §921).
- d. Antique firearm (or replica) made in or before 1898 or firearm using ammunition no longer manufactured.

Qualified Active Officer. An employee of a governmental agency who meets all of the stipulations as outlined in LEOSA. Stipulations include all of the following.

The officer:

- a. Has statutory powers of arrest and is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law.
- b. Is authorized by the employing agency to carry a firearm.
- c. Is not the subject of any disciplinary action by the employing agency that could result in suspension or loss of police powers.
- d. Meets all standards established by the employing agency requiring the employee to regularly qualify in the use of a firearm.
- e. Is not under the influence of alcohol or any intoxicating or hallucinatory drug or substance (see General Order 300-12, Use of Intoxicants).
- f. Is not prohibited by federal law from receiving a firearm.

Qualified Retired Officer. Any retired law enforcement officer who meets all of the stipulations as outlined in LEOSA.

LEOSA stipulations include that the individual:

- a. Separated from service in good standing with a public agency as a law enforcement officer.
- b. Prior to separation, had statutory powers of arrest and was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law.
- c. Served as a law enforcement officer for an aggregate of 10 years or more; or after completing any applicable probationary period, separated from service as a law enforcement officer due to a service connected disability as determined by the employing agency.
- d. During the most recent 12-month period, met the agency's or state's standards for training and qualification for active law enforcement officers to carry a firearm of the same type (revolver, semi-automatic, or both) as the concealed firearm.
- e. Has not been officially found by a qualified medical professional employed by the agency to be unqualified for reasons relating to mental health.
- f. Has not entered into an agreement with the agency, in which that individual acknowledges he or she is not qualified for reasons relating to mental health.
- g. Is not under the influence of alcohol or any intoxicating or hallucinatory drug or substance (see General Order 300-12, Use of Intoxicants).

h. Is not prohibited by federal law from receiving a firearm.

1 RESTRICTIONS

Qualified active and qualified retired officers are permitted to carry a concealed firearm under LEOSA subject to the following restrictions:

Federal Restrictions

a. Federal, state, and local governments, and sovereign tribal nations can prohibit or restrict the possession of firearms on its properties, airports, buildings, bases, installations, parks, or other designated gun free zones. Additionally, any person, business, or entity is permitted to prohibit or restrict the possession of concealed firearms on property under the control of that person, business, or entity.

b. Qualified active or qualified retired law enforcement officers must have on their person a current photographic identification (I D) issued by their employing agency or former employing agency if retired. It is also suggested employees carry on their person an additional government photographic ID (e.g., driver license or passport).

SISD PD Restrictions

a. Employees shall comply with all department directives, orders, policies, and procedures concerning qualification with and carrying and control of concealed firearms (see General Order 400-02, Firearms Qualification and Control).

b. Active and retired officers who have been issued an ID by SISD PD are restricted from carrying a firearm if they are under the influence of alcohol or any intoxicating or hallucinatory drug or substance. Active and retired officers are also restricted from carrying a firearm if over the counter or prescribed medicine may impair their mental or physical condition.

General Order	ISSUE DATE August 1, 2020	NO. 400-04
	REVISED DATE March 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: VEHICLE USE AND ASSIGNMENT	

POLICY

Department vehicles are assets belonging to or under the control of the Splendora Independent School District and are provided to employees for the purpose of carrying out police missions. All department vehicles are allocated or assigned to specific personnel through the authority and approval of the Chief of Police.

1 GENERAL GUIDELINES

No employee has a right or entitlement to the use of a District vehicle. Employees, by nature of job assignments and responsibilities, will be assigned and/or allowed to use District vehicles at the discretion of the Chief of Police.

Employees who operate a District vehicle shall adhere to the rules and restrictions outlined in this General Order and other applicable department policies.

Employees shall adhere to the reporting requirements of relevant General Orders. See General Orders 200-01, Employees Facing Legal Action and 400-05, Department Vehicle Crashes.

Driving a motor vehicle is an essential job function necessary to the carrying out of the duties of a police officer. Therefore, all classified employees shall maintain a current valid Texas driver license.

On an annual basis, the department shall obtain and review the driving record of each employee (see General Order 200-08, Employee Integrity Program). Employees shall be disqualified from driving a District vehicle if they:

- a. Do not have a current valid Texas driver license.
- b. Have been convicted of a felony involving the use of a motor vehicle.
- c. Have been convicted of DWI or DUI within 36 months prior to review.
- d. Have been convicted of any combination of three moving violations or at-fault crashes within 36 months prior to review.

Neither the District nor the department is required to find or create a new position to accommodate an employee who has been disqualified from driving on District business. The disqualified

employee may apply for a posted position anywhere in the District, including the employee's own department, for a non-driving position for which the employee qualifies.

2 ASSIGNMENT OF TAKE-HOME VEHICLES

Only the Chief of Police may authorize the assignment of take-home department vehicles.

3 OPERATING RULES FOR DEPARTMENT VEHICLES

Employees operating a District vehicle shall do so in a safe and responsible manner. Employees shall operate motor vehicles in accordance with the applicable laws of the state of Texas. Employees shall adhere to any operating rules provided by department policy. Department vehicles:

- a. Shall be used only as authorized by department policy.
- b. Shall be driven by only authorized department employees, unless approved by a supervisor or directed by a police employee during an emergency.
- c. Shall be driven by only employees who possess a valid and appropriate Texas driver license. The Chief of Police reserves the right to require Defensive Driving Certification (DOC) training or any other training on a routine or special basis for any employee who operates a District vehicle. An employee who causes a motor vehicle crash while driving a District vehicle regardless of previous DOC training attendance shall be required to make every reasonable attempt to successfully complete DOC training.
- d. Shall be parked in a legal manner except during emergency situations.
- e. Shall not be placed in motion until the driver and all passengers have been fastened in their available seat restraints (e.g., seat belts and shoulder harnesses).
- f. Shall be inspected by the employee before being driven and any unsafe condition, disrepair, or damage shall be reported to a supervisor immediately.
- g. Shall not be modified without prior authorization from the appropriate department official.
- h. Shall not be used to haul any type of cargo unless the cargo is properly secured and the height of the cargo is such that it will safely pass under obstructions along the intended route.
- i. Are subject to all tolls, parking, or other fees associated with driving a District vehicle and utilizing such services. Employees shall be personally liable for any citations or violations of this provision.
- j. Shall be kept clean (see section 6 of this General Order, Care and Maintenance of Vehicles).

k. May be used for out-of-town travel to conduct District business with the prior approval of the Chief of Police or designee when this mode of travel is the most cost effective.

l. May be subject to additional restrictions regarding operation and use at the discretion of the Chief of Police.

Consumption of alcoholic beverages in a Department vehicle by a driver or passenger is prohibited.

Employees shall not drive a Department vehicle while under the influence of alcohol or a controlled substance. Employees using prescription or non-prescription medication or substances having side effects that may hinder or impair safe driving shall not drive a Department vehicle.

Utilizing earphones or non-emergency use of electronic devices while driving a Department vehicle is prohibited. The use of cellular telephones in hands-free mode is permitted.

Employees are prohibited from using any tobacco product or electronic cigarette or charging an electronic cigarette in a Department vehicle. See General Order 200-13, Smoking, Tobacco Use, and Electronic Cigarettes.

Employees operating Department vehicles shall conduct a vehicle check upon taking care, custody, and control of the vehicle to ensure that no weapon, narcotic, or item of evidence is in the vehicle prior to operation. All vehicles used for patrol type functions shall be checked at the beginning and end of each shift, as well as immediately after transporting a prisoner, suspect, or citizen for any reason. All other Department vehicles shall be searched immediately prior to and immediately following the transportation of a prisoner, suspect, or citizen for any reason.

Employees shall ensure no bumper sticker, sign, or insignia is placed anywhere on a department vehicle without the authority of the Chief of Police.

Attention to Duty

Employees, at all times while operating a Department vehicle, shall maintain radio contact with the department.

4 CARE AND MAINTENANCE

Employees with take-home vehicles are responsible for ensuring that all required maintenance is performed. Replacement vehicles may be provided with proper authorization for take-home vehicles due to regular preventative maintenance or repair.

All employees who drive a department vehicle shall:

a. Secure the vehicle and all department owned items in the vehicle.

- b. Empty the vehicle interior of debris and trash after each use.
- c. Keep the interior and exterior of the vehicle clean and presentable.
- d. Add fuel to the vehicle under their control when needed.
- e. Routinely check tire air pressure and fluid levels, particularly engine oil, when filling up with gas.

Vehicle Abuse

The District Transportation Department shall report through the appropriate chain of command any known abuse or neglect of a police motor vehicle. The Chief of Police may revoke privileges for the use of a Department vehicle for an employee found to abuse, neglect, or otherwise keep a Department vehicle in an unpresentable condition.

Employees may be held liable for damages to vehicles and required to make full restitution to the District for repair costs in cases of vehicle abuse. Vehicle abuse includes, but is not limited to:

- a. Excessively racing a cold engine.
- b. Continuing to operate a vehicle or item of equipment when engine instruments or warning lights indicate malfunctions.
- c. Overloading a vehicle or using it for purposes other than those for which it was designed.
- d. Failing to ensure that the appropriate preventative maintenance is accomplished.

General Order	ISSUE DATE August 1, 2020	NO. 400-05
	REVISED DATE March 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: DEPARTMENT VEHICLE CRASHES	

POLICY

All traffic crashes involving Department vehicles or equipment, whether on public or private property, and regardless whether the Department vehicle is being driven, occupied, or is parked, must be reported immediately by the employee having care and custody of the vehicle or equipment at the time of the crash.

Department vehicle crashes which occur on a freeway or major roadway shall be immediately moved to a crash investigation site, when available or another safe site off the freeway when:

- a. No one is injured and
- b. Each vehicle involved can be normally and safely driven.

Vehicles are not to be moved to the shoulder of the roadway, but are to be moved to a location completely off the roadway. An officer who is involved in a crash, in which no one is injured, shall immediately notify the dispatcher and then move the vehicle off the roadway.

1 REPORTING REQUIREMENTS

Employees shall notify dispatch and an immediate supervisor that they have been involved in a crash. The employee shall notify the law enforcement agency having jurisdiction over the crash location as soon as possible. Any employee involved in a crash with a Department vehicle shall have a crash report prepared in accordance with the procedures of the law enforcement agency having primary jurisdiction over the crash location. SISD PD will not work an accident involving a SISD police vehicle. A copy of this report shall be obtained by the employee involved in the crash and submitted to the Chief of Police. If the District vehicle crash involves serious bodily injury or a fatality, the employee shall notify the Chief of Police as soon as possible. In all cases, the employee shall obtain the following information from all persons involved in the crash unless the employee is incapacitated or advised otherwise by a supervisor:

- a. Complete names, addresses, and phone numbers (home and business).
- b. Driver license, identification, and social security numbers (where applicable).
- c. Make, model, year, vehicle identification number, and license plate number of all vehicles involved.
- d. Name, address, phone number, and policy number of the vehicle owner's insurance carrier.

e. Witness information.

2 CHIEF OF POLICE NOTIFICATION

If an on duty Department employee or a Department vehicle was involved in the crash, the officer or a supervisor making the scene shall immediately notify the Chief of Police if the crash:

- a. Involved a fatality.
- b. Involved more than two persons who were seriously injured.
- c. Involved three or more vehicles.
- d. Involved a vehicular police pursuit.
- e. Involved a head injury, spinal injury, or injuries consisting of a stroke, amputation, heart attack, serious electrical shock, multiple fractures, or serious burns.
- f. Created a hazardous condition endangering life.
- g. Is spectacular enough to draw the attention of the news media.

In these situations, the Chief of Police shall immediately provide the following information to the District Superintendent:

- h. The number of fatalities.
- i. The name and number of persons seriously injured.
- j. The number of vehicles involved.
- k. The time and location of the crash.
- l. The name, work section, and telephone number of the person reporting the crash.

3 INTEROFFICE CORRESPONDENCE

An employee involved in a Department vehicle crash shall prepare and submit correspondence detailing the circumstances of the crash to his or her immediate supervisor. All correspondence associated with the crash shall be addressed through the chain of command to the Chief of Police.

4 CORRECTIVE ACTION

Even if the employee was not at fault in the crash, the Chief of Police reserves the right to require any employee to attend a defensive driving course.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	400-06
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: RESPONSIBILITY FOR DISTRICT AND OTHER GOVERNMENT PROPERTY		

POLICY

All employees are responsible for the security of District and other government property and services. Employees shall protect such property as defined herein from loss, damage, destruction, or misuse. When District or other government property or services are lost, stolen, or damaged, employees shall report the matter to their immediate supervisor.

Supervisors shall take appropriate steps to ensure District and other government property is protected from misuse. Employees shall properly maintain District property and keep their offices, lockers, desks, and work areas clean and orderly. Employees shall use or provide District and other government equipment or services for only official District business.

DEFINITIONS

District Property. For the purposes of this General Order, District property is any item belonging to the District that is not consumable or disposable by design.

Other Government Property. Other government property includes property not owned by the District, such as federal or state government property, and that is in the care, custody and control of an employee due to the nature or function of his or her assignment.

Value. The property's value as determined by the office responsible for issuing the property. Specifically, value refers to the replacement cost of the property.

1 REPORTING AND INVESTIGATING

Property Valued More than \$200 If the value of lost, damaged, or stolen District property is more than \$200, an investigation shall be conducted in accordance with the department's disciplinary system. In addition, employees shall do all of the following:

- a. Report the incident immediately to their supervisor.
- b. Ensure an incident report is generated that includes a complete description of the property (e.g., size, color, and model and serial numbers).

The employee's immediate supervisor shall issue a 48-hour notice to the employee and conduct a preliminary investigation. The supervisor's investigation shall include all of the following:

- c. A copy of the incident report.
- d. Employee's administrative letter to the Chief of Police.
- e. Supervisor's administrative letter to the Chief of Police.

The supervisor's administrative letter shall state the property's value and estimated replacement or repair cost. The unit purchasing or distributing the property shall determine the value or cost.

Property Valued More than \$50 up to and Including \$200

If the value of lost, damaged, or stolen District property is more than \$50 up to and including \$200, employees shall report the incident immediately to their supervisor. The supervisor may conduct an informal investigation and if culpability exists, there are no special circumstances (see section 2, Special Circumstances), and the employee accepts responsibility and makes restitution an administrative letter prepared by the employee's supervisor shall be completed stating the amount to be paid by the employee.

Property Valued \$50 or Less

If the value of lost, damaged, or stolen District property is \$50 or less, employees shall report the incident immediately to their supervisor. The supervisor shall conduct a preliminary investigation to determine culpability. If there are no special circumstances (see section 2), the property may be replaced or repaired by the District at no cost to the employee and no further action shall be taken.

Conducted Energy Device Equipment

If the lost, damaged, or stolen District property is a cartridge or holster for a conducted energy device (CEO), then employees shall follow the applicable procedures above in section 1, Reporting and Investigating as well as the applicable procedures outlined in General Order 400-10, Conducted Energy Devices.

2 SPECIAL CIRCUMSTANCES

Regardless of the value of the lost, stolen, or damaged property, a supervisor may order a disciplinary investigation any time one or more of the following special circumstances is present. The incident:

- a. Compromised security.
- b. Caused significant embarrassment or harm to the Police Department.
- c. Was part of a pattern of misconduct by the same employee.

- d. Occurred because of negligent or flagrant circumstances.
- e. Involved misuse or unauthorized use of District or other government property or services.

If one or more of these special circumstances exists, the employee is subject to the full range of discipline as indicated in the department's Corrective Action Manual.

3 PAYMENT OF RESTITUTION OR REIMBURSEMENT

Employees making restitution shall do so per the supervisor's administrative letter. Employees making restitution via the single payment reimbursement option shall be directed to contact the Finance Department within 15 calendar days of receipt of the order to make an arrangement for payment. The supervisor's administrative letter for restitution indicating the amount to be paid by the employee shall be presented to the Finance Department. Single Payment reimbursements shall be accepted with only exact cash or check.

3 OTHER GOVERNMENT PROPERTY

When government property other than District property is lost or stolen, employees shall follow the procedures established by this department for District property valued at more than \$200 regardless of the actual value of the property (see section 1, Reporting and Investigating). Restitution to the District shall not be an available option for other government property.

General Order	ISSUE DATE August 1, 2020	NO. 400-07
	REVISED DATE March 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: CONTROL OF POLICE DEPARTMENT PROPERTY	

POLICY

The Department shall at all times maintain a current and accurate inventory of all Department property assigned to them. This General Order applies to specific Department property valued at \$250 or more.

DEFINITION

Property. Property is any item belonging to the District that is not consumable or disposable by design.

1 OPERATIONAL READINESS OF STORED PROPERTY

The Department is responsible for ensuring all department equipment and property is kept in a state of operational readiness.

2 DISPOSAL OF DEPARTMENT PROPERTY

Security Risk Equipment

Property that is no longer in working order shall be disposed of in an appropriate manner. If the item has potential security risk (computers/radios/etc) then Splendora ISD PD will work with the City of Splendora Police Department or Montgomery County Sheriff's Office for the proper disposal of security items.

The same shall hold true for items that are not necessarily not in working order but need to be disposed of due to age and the need for updated equipment.

Grant Funded Equipment

Any grant funded equipment will follow the disposal procedures of the listed grant requirements. If there are no specific requirements the Chief at his/her discretion can deem it be disposed of in the same manner as Security Risk Equipment.

Other Disposal

Property that obviously poses no security risk can be disposed of in a normal manner of disposal with the approval of the Chief of Police.

General Order	ISSUE DATE August 1, 2020	NO. 400-08
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: MOBILE COMPUTING DEVICES		

POLICY

This General Order sets forth guidelines and procedures for use of the department's mobile computing device system and access to and dissemination of data contained in local, state, and federal computer systems.

DEFINITION

Mobile Computing Device (MCD). An MCD consists of the software and hardware that facilitates communications of data between field personnel and stationary users or sources including, but not limited to, the CAD system, the department's records management system, the Internet, and various local, state, and federal databases approved for law enforcement use.

1 AUTHORIZATION

The mobile computing device (MCD) system is intended as an aid to employees in the performance of their assigned duties. Employees shall therefore limit their transactions and activities to necessary assigned duties. Security clearance and access to information is restricted to official police business and does not permit an employee to access data for personal reasons. Any misuse of the MCD system or violation of a provision of this General Order shall be considered grounds for disciplinary action.

2 USE OF INFORMATION

Much of the information obtained through the MCD system contains confidential and sensitive data that must be carefully controlled to ensure that the department is in compliance with applicable local, state, and federal guidelines and statutes. All employees accessing police files or obtaining information from the MCD system shall be held accountable for the appropriate and correct use of the information and for proper dissemination of the information. For additional information, see General Order 800-02, CJIS Compliance.

Employees are reminded that all transactions performed over an MCD are logged for record keeping purposes. Employees shall not use an MCD or information obtained through an MCD for purposes other than official police business.

Information received through an MCD shall not be considered probable cause for arrest until it has been properly verified for accuracy. Information received through the MCD system should be considered in conjunction with other information about the circumstances of an offense before any arrest decision is made.

All outside requests for information shall be carefully considered in light of the Open Records Act of the Texas Civil Statutes and departmental resources. When appropriate, such requests for information shall be directed to the proper authority. For additional information, see General Order 800-04, Police Records.

3 MAINTAINING COMMUNICATIONS

While field personnel are on duty, they shall be directly available via radio and MCD or at least by radio if not in their vehicle. If not available, field personnel shall follow the procedures outlined in General Order 600-01, Response Management. Field personnel are responsible for maintaining their unit status in a timely and proper fashion. Deviations from established procedure shall not be condoned.

If an MCD should malfunction, then appropriate action shall be taken in accordance with other provisions of this General Order.

The MCD system shall be used to aid in the dispatching and servicing of calls for service while reducing the amount of voice radio usage.

4 REPORTING EQUIPMENT PROBLEMS

Any problems encountered with MCD equipment should be immediately reported to their supervisor. If the problem cannot be resolved or there is an equipment failure, the Montgomery County Sheriff's Office Technology Services should be contacted for an appointment to make repairs.

5 ABUSE OR ALTERATION OF EQUIPMENT

Employees operating the MCD system shall exercise reasonable care of the equipment. Employees shall be held responsible for any damage resulting from intentional abuse or negligence (e.g., spilled drinks or food, paper clips). No alterations, except those made by Technology Services technicians, shall be allowed.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	400-09
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: ACCEPTABLE USE OF COMPUTERS		

POLICY

Except as provided by this General Order, all computers or networked systems owned, leased, rented, or under the control of the department shall be used for business purposes in serving the interests of the District. Except as provided by this General Order, any data (e.g., file, program, email) created (whether on- or off-site) on a department owned or controlled computer or networked system is the property of the department.

DEFINITIONS

Computer. For purposes of this General Order, computer includes, but is not limited to, any personal computer, laptop computer, tablet computer, smartphone, or any other device that is owned or controlled by the department and is capable of accessing network or Internet resources.

Disruption. This term includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

Networked System. For purposes of this General Order this term refers to any department owned or controlled Internet, Intranet, or Extranet related systems. This also includes workstations, desktops, laptops, tablets, or server systems, and the hardware and software to operate those systems.

Malicious Programs. Viruses, worms, email bombs, Trojan horse codes, or other destructive or disruptive programs.

Security Breach. This term includes, but is not limited to, accessing data the employee is not intended to receive or logging into a computer, server, or account the employee is not expressly authorized to access.

Spam. Unauthorized or unsolicited messages sent to a large number of recipient~ via the Internet. Also, the act of sending spam.

1 DIRECTIVES

All networked systems, computer equipment, software, operating systems, and storage media, as well as network accounts providing email, Internet browsing, or file transfer protocols that are owned, leased, rented, or controlled by the department are to be used for business purposes in

-serving the interests of the District and users in the course of normal operations. The department does not prohibit the limited use of a networked system for personal use. Brief personal usage of 3-5 minutes to check email, the weather forecast, or news sites are examples of acceptable use of department computers for personal reasons. However, employees are responsible for exercising good judgment regarding personal use.

2 AUDIT INFORMATION

For security and network maintenance purposes, authorized individuals within the district may monitor equipment, networked systems, and network traffic at any time. The district reserves the right to audit any department owned or controlled networked system on a periodic basis to ensure compliance with this policy.

3 SECURITY AND PROPRIETARY INFORMATION

Any information accessed via a networked system may be classified as confidential (e.g., law enforcement private information, organizational strategies, specifications, telephone and contact lists, and research data). Employees shall prevent unauthorized access to this information. See also General Order 800-02, CJIS Compliance.

Employees shall keep passwords and personal identification numbers (PINs) secure and shall not share accounts. Authorized users are responsible for the security of their passwords, PINs, and accounts. Any computer that connects to a networked system, regardless of who actually owns the computer, shall be:

- a. Protected and continually scanned by approved anti-virus software.
- b. Maintained to current levels of protection.
- c. Configured to obtain operating system patches and updates from Technology Services or an authorized software vendor.

All servers and desktop, laptop, and workstation computers shall be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less. Employees shall log off their computers if they are going to be away from it for more than two hours. All tablet computers shall have an idle timed screen lock secured with a six-digit PIN.

Because information contained on portable computers (e.g., laptops, tablets) is especially vulnerable, special care shall be exercised. At a minimum, the use of a unique password or PIN shall be used. Some data is extremely sensitive and employees are strongly encouraged to have multiple layers of protection on these files.

All postings by employees from a department email address to a newsgroup shall contain a disclaimer stating, "The opinions expressed are those of the author and not necessarily those of the department," unless they are posted in the course of business duties.

Using Data From an Outside Source

Employees shall use extreme caution when dealing with all email attachments, especially those received from unknown senders, or unexpected attachments from known senders. Emails frequently carry malicious programs that can easily, quickly, and irrevocably destroy or corrupt all data within a computer, server, or networked system and compromise the entire SISD computer network.

Employees shall use extreme caution when using any data brought in from an outside source. When outside data is used, employees shall first scan the files for malicious programs before downloading or using the information, even if the data comes from the employee's personal computer.

Employees shall use extreme caution when using USB drives (thumb drives) from unknown or untrusted sources. Simply inserting a USB drive containing malicious software can easily, quickly, and irrevocably destroy or corrupt all data within a computer, server, or a networked system and compromise the entire SISD computer network.

4 UNACCEPTABLE USE OF COMPUTERS

Under no circumstances is an employee authorized to engage in any activity that is illegal under local, state, federal, or international law. The following subsections include lists of prohibited activities that are by no means exhaustive but attempt to provide a framework for activities that fall into the category of unacceptable use of computers.

Prohibited Computer and Networked System Activities

Employees shall not:

- a. Violate the rights of any person or company protected by copyright, trade secret, patent or other intellectual property laws, or similar laws or regulations. This includes, but is not limited to, the installation or distribution of "pirated" materials or other software products that are not appropriately licensed for use by the department.
- b. Copy or use copyrighted material including, but not limited to, digitization and distribution of photographs, music, or literary works that are not authorized. This also includes the installation of any copyrighted software for which the department or the end user does not have an active license.
- c. Export software, technical information, or encryption software or technology that is not authorized. The appropriate level of management shall be consulted prior to exporting any material in question.
- d. Intentionally introduce malicious: programs into the network or server.
- e. Reveal their account password or PIN to others¹⁵⁴ or allow the use of their account by others.

- f. Use any department equipment to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws (see General Order 300-11, Discrimination, Harassment, and Other Prohibited Conduct).
- g. Make fraudulent offers of products, items, or services originating from any department account.
- h. Make statements about warranty, expressed or implied, unless it is within the scope of assigned duties.
- i. Commit security breaches or disruptions of network communication, unless these duties are within the scope of assigned duties.
- j. Conduct port scans or security scans unless otherwise authorized by Technology Services.
- k. Execute any form of network monitoring that intercepts data not intended for the employee's host, unless it is within the scope of assigned duties.
- l. Circumvent user authentication or security of any host, network, or account.
- m. Interfere with or deny service to any user other than the employee's host (e.g., denial of service attack).
- n. Use any program, script, or command, or send messages of any kind with the intent to interfere with or disable a user's terminal session, via any means, locally or via the networked system
- o. Provide information about or a list of department employees to any party outside the department without the express direction of the Chief of Police, Open Records Unit or other authorized district entity.

Personnel are reminded that criminal history checks are restricted to official police business. Employees are accountable for the correct use and dissemination of this information.

Prohibited Email and Communication Activities

There are no exceptions to these prohibited activities. Employees shall not:

- a. Send junk mail, spam, or other advertising material including sales solicitations of any type to individuals who did not specifically request such material.
- b. Harass any person (see General Order 300-07, Discrimination, Harassment, and Other Prohibited Conduct) via email, telephone, or any type of paging or communication device, whether through language, frequency, or size of messages.
- c. Use or forge email header information that is not authorized.

- d. Create or forward "chain letters" or "Ponzi" or other "pyramid" schemes of any type.
- e. Solicit email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- f. Send from or through SISD's network system or any other service provider unsolicited email that advertises any group or service sponsored by the department.
- g. Post or spam the same or similar non business related messages to large numbers of Usenet newsgroups.

5 ENFORCEMENT

Any employee found intentionally violating this policy shall be subject to disciplinary, civil, or criminal actions.

General Order	ISSUE DATE August 1, 2020	NO. 400-10
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: CONDUCTED ENERGY DEVICES		

POLICY

Conducted energy devices (CEDs) are intermediate weapons and are not substitutes for lethal force. However, officers who use force against any person shall be able to state in detail the specific reasons for using force. CEDs are authorized for use against suspects who are actively resisting or exhibiting active aggression, or to prevent individuals from harming themselves or others.

When a CED is discharged (air cartridge firing or drive stun), even if a suspect is not struck or stunned, officers shall notify the supervisor and write a detailed incident report. See sections 4 and 5 of this General Order for exceptions.

DEFINITIONS

Activation. The act of depressing a CED trigger causing the CED to arc or to fire probes.

Active Aggression. A threat or overt act of an assault (through physical or verbal means) coupled with the present ability to carry out the threat or assault that reasonably indicates that an assault or injury to any person is imminent.

Actively Resisting. Physically evasive movements to defeat an officer's attempt at control, including bracing and tensing in an aggressive manner, pushing, or verbally signaling a clear and deliberate attempt to avoid or prevent being taken into or retained in custody. This also includes the suspect persisting with aforementioned activities after being given the opportunity to comply with an officer's commands.

Battery. A CED's digital power magazine.

CED Cycle. Duration of a CED electrical discharge following CED activation.

Conducted Energy Device (CED). A weapon primarily designed to disrupt a subject's central nervous system by means of discharging electrical energy sufficient to cause uncontrolled muscle contractions and override an individual's voluntary motor responses.

Darted. When a suspect is struck by the probes (darts) fired from a CED.

Discharge. The firing of a CED, whether intentional or unintentional, unless specified otherwise. This term includes using a CED in a drive stun manner.

Drive Stun. When a CED with no air cartridge or a spent air cartridge is placed in direct contact with the body of an individual or an animal and discharged. This is generally the secondary option for a CED.

Excited Delirium. A state of extreme mental and physiological excitement, characterized by extreme agitation, hyperthermia, hostility, exceptional strength, or endurance without fatigue.

Passive Resistance. Physical actions or a lack thereof that do not prevent the officer's attempt to control. It is a tactic of civil disobedience and labor disputes (e.g., a person who remains in a limp, stiff, or prone position, refuses to comply with simple directions, participates in a sit-in, locks arms in a chain, or blocks an entryway).

Secondary Injury. Physical trauma indirectly associated with CED use (e.g., injuries from falls).

Sensitive Area. A person's head, neck, or groin area, or a male or female breast.

Stun. The proper term for using a CED to jam and override the central nervous system or cause uncontrollable contractions of muscle tissue when a suspect is darted or drive stunned.

Unintentional Discharge. Any time a CED air cartridge fires due to mechanical failure of the device or other inadvertent cause.

1 APPROVED CEDS

Officers shall use only CEDs and CED-related equipment (batteries, air cartridges, and holsters) that are approved by the Department. No changes, alterations, or modifications are permitted to the device or the related equipment without specific approval by the Chief of Police.

2 USE OF CEDS

Officers shall realize CEDs will not eliminate all physical confrontations posed by suspects. Officers shall give a warning to a suspect prior to activating the CED unless to do so would place any person at risk. Officers shall not justify the use of a CED by intentionally placing themselves in imminent danger. Officers shall not display a CED in an unprofessional or unsafe manner.

Unless there is an exigent circumstance that would cause a reasonable officer to believe prompt action is necessary to prevent serious physical harm to himself or others, officers shall not use a CED on a person:

- a. Sprayed with any chemical by a person outside the department.
- b. Simply to protect property against destruction or damage.
- c. Presenting only passive resistance.

- d. Who is handcuffed.
- e. Known to be mentally ill, but not actively resisting or attempting to harm himself or others.
- f. Who is pregnant, elderly, visibly frail, or a young child.
- g. Fleeing as sole justification for use of the CED. However, if officers believe it is necessary to immediately effect an arrest to protect the public from a violent suspect, they are justified to use their CED on an assault suspect or a suspect who has committed a violent crime and/or is attempting to avoid apprehension.
- h. Who is in a location where a fall may cause substantial injury or death.
- i. Who is only verbally non-compliant.
- j. In close proximity to gas fumes, methamphetamine labs, aerosol chemical agents, or other flammable or combustible environments.
- k. Who is suspected of possessing or wearing an improvised explosive device (IED).

Officers shall keep CED cycling to a minimum, especially against persons displaying symptoms of excited delirium, and use only the force necessary to apply authorized restraint devices and effect an arrest. Officers shall constantly reassess the circumstances after each CED cycle.

Officers are authorized to use a CED on an animal to prevent injury to themselves or others.

Laser pointing (a.k.a. "red dotting") can be an effective psychological tool. However, officers shall refrain from abusing the use of the CED's laser pointer and shall refrain from intentionally red dotting sensitive areas. Officers shall not red dot a person or animal unless the situation warrants the use of a CED.

Unless an exigent circumstance exists that would cause a reasonable officer to believe prompt action is necessary to prevent serious physical harm to himself or others, no more than one officer shall activate a CED against a suspect at a time.

3 CED DISCHARGE

Unintentional Discharge in Non-Field Situation

If an unintentional discharge occurs in a non-field situation (e.g., during roll call) and the supervisor determines the incident was an unintentional discharge and there is no injury or damage to property, the supervisor shall forward a letter to the Chief of Police outlining the circumstances of the unintentional discharge. Other reporting requirements outlined in this General Order are not required for such non-field unintentional discharges.

Officer's Responsibilities

Except as otherwise noted in this General Order, whenever an officer discharges a CED, that officer shall notify a supervisor. The officer shall generate an incident report or supplement an existing incident report. If more than one officer discharges a CED during an incident, each officer shall supplement the incident report describing his actions and observations. The incident or supplement report shall document the incident following the guidelines below, which include:

- a. Identify all officers on the scene when the CED was discharged.
- b. Identify all officers who discharged a CED during the incident.
- c. Specifically state the reason to justify the discharge including the suspect's behaviors and actions, and any statements made by the suspect. The event shall be detailed in the report and not simplified to a statement such as "he was acting crazy," or "she failed to follow my commands."
- d. Specify the number of trigger activations.
- e. Describe the location on the suspect's body where the CED made contact either with darts or by drive stun.
- f. Identify the person who removed the darts (name and affiliation).
- g. Describe the medical condition of the suspect and where and by whom the suspect was transported.
- h. Identify the person at the jail who was notified that the suspect was darted or drive stunned by a CED.
- i. Identify the name of the medical facility to which the suspect was transported and the name of the person who was notified that the suspect was darted or drive stunned by a CED (if applicable).

Officers shall download body worn camera data involving CED cases before going off duty.

Supervisor's Responsibilities

The supervisor responding to the scene of a CED incident shall first check to see if anyone is injured. The applicable Fire Department shall be contacted if the suspect has been darted in a sensitive area or has sustained secondary injuries, or if otherwise needed. If the incident involves serious bodily injury or death, the scene supervisor shall contact the Chief of Police.

The scene supervisor shall conduct an inquiry of the CED incident and gather sufficient information to perform the following tasks:

- a. Notify the owner of any animal that was darted or drive stunned.
- b. Contact the Chief of Police if the supervisor has any questions or the on-scene inquiry reveals a violation of department policy regarding response to resistance as stated in General Order 600-07, Response to Resistance. Any observed misconduct shall be reported and investigated in accordance with General Order 200-02, Investigation of Employee Misconduct.
- c. Obtain the CED download data before going off duty.
- d. Issue new air cartridges.
- e. Ensure each officer involved wrote any required incident or supplement report before going off duty and that the report contains sufficient details justifying the CED discharge.
- f. Ensure data from body worn cameras involving CED cases are downloaded before going off duty.

The supervisor's supplement report shall be written using the CED supplement template and shall include all of the following:

- g. Name and unit number of the officers discharging a CED.
- h. Description of location of dart strikes or drive stun.
- i. Name and affiliation of the person who removed the darts.
- j. Medical condition of the suspect and where and by whom the suspect was transported.
- k. Make, model, and serial number of the CED and the serial number of the air cartridges used.
- l. CED download data, including the date, time, number of activations, and duration of the CED cycles. A CED download shall be done for each CED device that was discharged during the incident. The date range of the download shall be sufficient to capture the time period from the beginning of the officer's shift until the discharge.

The narrative of the supervisor's supplement shall include:

- a. Date and time the supervisor arrived at the scene.
- b. Officer, witness, suspect, or repartee statements that are not already included in the incident or supplement reports.
- c. A brief statement reiterating the officer's justification to activate the CED.
- d. A brief statement that the supervisor reviewed the incident report and it contains all of the required facts in accordance with this General Order.

If a supervisor discharges a CED, another supervisor shall be dispatched to the scene to conduct the inquiry and complete all required paperwork and notifications.

4 CED EVIDENCE

The unique air cartridge number that correlates with the Anti-Felon Identification (AFID) tags shall be documented in all CED incident reports.

CED probes and AFID tags shall be collected and preserved as evidence only for incidents in which:

- a. A suspect has been darted in a sensitive area or has sustained a serious bodily injury.
- b. A suspect has sustained a secondary injury needing medical treatment.
- c. An officer has sustained an injury needing medical treatment and the injury is related to the CED incident.
- d. Officers believe the CED evidence may be needed in a future investigation or hearing.

If CED probes are not collected for evidence, they shall not be left at the scene or simply thrown away. Officers shall consider the probes as "used needles" or "sharps" waste and they shall be disposed of in proper "sharps" disposal receptacles located at any jail facility or with permission in any other proper disposal receptacles (e.g., at hospitals and in ambulances).

5 CARRYING CED

Officers with an SISD PD registered CED shall wear it at all times while wearing the official classified uniform, including while working extra employment, except as directed by a supervisor. The CED shall be worn in a cross-draw manner as approved by the department.

Officers in plainclothes, whether on or off duty, are not required to carry a CED.

To prevent overheating of a CED, officers shall ensure that the safety switch remains in the down (Safe) position when not in use.

6 CED SPARK TEST

Officers shall conduct a five-second spark test at the beginning of their shift in order to keep the internal CED capacitor charged and to avoid a delayed spark or software corruption. All other officers carrying a CED on duty, whether in uniform or plainclothes, shall conduct a five-second spark test and shall document the test separately. This documentation should be kept for a minimum of 90 calendar days.

Uniformed officers working extra employment shall conduct a five-second spark test at the beginning of their extra employment. The test shall be conducted out of public view and shall be documented separately. This documentation should be kept for a minimum of 90 calendar days.

Officers may test their CEDs more frequently if there is an operational reliability concern (e.g., the unit gets wet or dropped). When the CED is tested for reliability concerns, a supervisor shall be present and the circumstances regarding the test shall be documented separately, preferably on the roll call sheet.

7 DAMAGED, MALFUNCTIONING, OR WET CEDS

When replacement of a CED is needed, officers shall follow the replacement procedures outlined in section 9 of this General Order.

Damaged or Malfunctioning CEDs

Officers shall not carry a CED that shows obvious signs of damage (beyond normal wear) or is malfunctioning.

If a CED is dropped or officers think there may be a problem with their CED, they shall conduct a thorough inspection of the unit looking for any possible signs of damage (e.g., broken central information display or a cracked laser or flashlight lens) before it is used.

Warning: Officers are advised even after a CED has been checked and no apparent damage is found, the CED may unintentionally discharge when the safety switch is placed in the up (Armed) position.

Wet CEDs

Warning: A CED exposed to extreme moisture may unintentionally discharge with the safety switch in the down (Safe) position due to short-circuiting of the electronic components.

Static Electricity

Warning: A CED exposed to extreme amounts of static electricity may unintentionally discharge with the safety switch in the down (Safe) position due to short-circuiting of the electronic components.

CED Inspection Procedures

When a CED malfunctions, is suspected of being damaged, or becomes wet or exposed to extreme moisture, officers shall not move the safety switch to the up (Armed) position until the following procedures are performed:

- a. Immediately remove the air cartridge and do not replace it until the device is checked as described below and functions normally.
- b. Remove the CED's battery.
- c. Thoroughly inspect the CED for damage or moisture.
- d. If exposed to moisture or rain, wipe the CED thoroughly with a dry cloth. If there is any visible moisture inside the battery well, officers shall follow the procedures outlined in section 9 of this General Order. If no moisture is found in the battery well, officers shall ensure all components are completely dry for at least 24 hours before reinserting the battery.
- e. If no damage is detected and the CED is thoroughly dried (after the 24-hour waiting period), insert the battery and then place the safety switch in the up (Armed) position. If the weapon unintentionally discharges without pulling the trigger, place the safety switch in the down (Safe) position and remove the battery. The CED is unsafe and is not to be used in any manner. Officers shall then follow the steps in section 9 of this General Order.
- f. If the weapon does not discharge unintentionally, officers shall conduct a full five-second spark test in front of a supervisor. A rapid pulse should occur and the electrical discharge should stop after five seconds. Officers shall conduct the wet and damaged test in front of a supervisor. The supervisor shall document the test on the roll call sheet.
- g. If the CED does not operate normally, place the safety switch in the down (Safe) position, remove the battery, and follow the steps in section 9 of this General Order.
- h. If the CED functions normally, place the safety switch in the down (Safe) position and replace the air cartridge. The device can now be carried.

8 DART REMOVAL

A CED trained officer may remove CED darts from suspects if there is no indication for medical personnel to be called to the scene.

In addition to those situations in which an ambulance would normally be called to a CED scene, medical personnel shall be immediately summoned to the scene if any of the following are true:

- a. A person is darted in a sensitive area.
- b. A dart is too deeply embedded for easy removal.
- c. The person exhibits an adverse reaction.
- d. The person has a significant secondary injury.

9 CED, BATTERY, HOLSTER, OR AIR CARTRIDGE REPLACEMENT

When any CED equipment (CED, battery, holster, or air cartridge) needs replacing for any reason, the following steps shall be followed:

- a. Officers shall immediately notify their supervisor of the reason a replacement is needed.
- b. The supervisor shall determine if a replacement is warranted.
- c. CED equipment may be exchanged by only the employee assigned the equipment requiring replacement.

Lost, Stolen, or Damaged CED Equipment

When loss, theft, negligence, or abuse of a CED or any CED equipment occurs, officers and supervisors shall follow the guidelines in General Order 400-06, Responsibility for District and Other Government Property. In order for officers to obtain any CED equipment replacement due to loss, theft, negligence, or abuse, they shall follow the procedures listed earlier in this section and also provide copies of the following documents to the replacement location:

- a. The incident report with the serial number of the item (if applicable) listed in the Article section.
- b. The supervisor's administrative letter to the Chief of Police. See General Order 400-06, Responsibility for District and Other Government Property, for information regarding the administrative letter.
- c. A Restitution Receipt from the department's Finance Department (if applicable).

10 CED FIRMWARE UPDATES AND DATA DOWNLOADS

Periodic CED firmware updates are necessary to maintain functionality of the CED. The latest firmware number should be displayed on the designated system. Any critical or emergency firmware updates shall be announced by department Circular for immediate action.

11 RETURNING CED EQUIPMENT DUE TO SEPARATION

Officers retiring or separating from the department shall turn in their issued CED and all CED equipment to the Department.

General Order	ISSUE DATE August 1, 2020	NO. 400-11
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: BODY WORN CAMERAS		

POLICY

Employees shall follow the procedures established in this General Order for the use of body worn camera equipment and for the storage, management, retrieval, and release of video and audio recordings captured by body worn cameras.

This policy is still under creation.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	500-01
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: EFFECTING ARRESTS AND SEARCHES		

POLICY

The highest regard possible shall be given to arrested individuals' and officers' safety and wellbeing.

Individuals shall be thoroughly searched at the time of arrest and by each employee in the chain of custody to ensure no weapons, contraband, or evidence remains on the individual.

Except as noted in this General Order, all persons under arrest shall be properly handcuffed behind the back prior to being thoroughly searched and shall remain handcuffed while being transported in any police vehicle.

DEFINITIONS

Body Cavity Search. A search involving the internal physical examination or probing of all body cavities.

Gender Identity. An individual's innate identification as either male or female, although it may not correspond to the individual's body or gender as assigned at birth.

Interlocking. A technique used to accomplish the arrest or restraint of a violent person by handcuffing the wrists and ankles together behind the back.

Positional Asphyxia. An impairment of the respiratory system due to body positioning that results in the reduction of oxygen or the increase of carbon dioxide in the bloodstream and tissues.

Strip Search. A search of an individual requiring the removal of some or all of the clothing to allow visual inspection of the breasts of a female or the genitalia of either sex.

Systematic Search. A thorough search of a prisoner including removing the prisoner's shoes and socks for inspection.

Transgender. An umbrella term that describes individuals whose gender identity is different from their assigned sex at birth.

1 JURISDICTION

Officers may exercise full police powers within the boundaries of the Splendora Independent School District and all property, real and personal, outside the boundaries of the District that is owned, leased, or rented by the District or otherwise under the District's control.

Outside the District limits , but within the state of Texas, arrests should, whenever possible, be made in cooperation with the law enforcement agency having primary jurisdiction in order to facilitate the presentation of the person arrested before a magistrate as required by the Code of Criminal Procedure.

2 LEGAL WARNING

When suspects are arrested, they shall be told as soon as possible they are under arrest and the charge or cause for the arrest. If custodial interrogation is to take place, suspects shall be given the legal warnings as set out in the Texas Code of Criminal Procedure.

3 RESPONSE TO RESISTANCE

When dealing with citizens, suspects, or students, employees shall limit their use of force and physical contact to only the amount reasonably necessary to protect themselves or others, to effect an arrest, or to bring an incident under control. See General Order 600-07, Response to Resistance.

Officers who use force against any person must be able to state in detail the specific reasons for using the force. If force is utilized during an incident, the officer and the supervisor must ensure that such force is documented according to General Order 600-07, Response to Resistance.

Suspects Who Ingest Contraband

The department's primary objectives in dealing with suspects who are believed to have ingested narcotics or other contraband are the preservation of life and the safety of the officer. The secondary objective is to preserve and recover evidence whenever possible.

Officers are prohibited from choking and/or restricting the airway of a suspect in an attempt to extract contraband from the suspect's mouth. Officers using reasonable force to extract contraband from a suspect's mouth should be cognizant of the risks and dangers associated with putting the officer's hands in or near the suspect's mouth.

Employees should be aware of and look for potential signs of distress following an ingestion, which could include, but are not limited to, loss of consciousness, trouble breathing, choking, profuse sweating, non-responsiveness, loss of mobility, and/or vomiting.

When an employee reasonably believes that a suspect has ingested narcotics or other contraband, which could present a health hazard, the employee shall immediately summon emergency medical personnel to provide assessment and treatment.

When a suspect has been transported to a medical facility after ingesting narcotics or other contraband, the arresting officer shall:

- a. Notify a supervisor as soon as is practical.
- b. Advise the attending physician of the situation, including an estimate of the amount of time elapsed since the ingestion and, if possible, the type, quantity, and packaging of the item(s) ingested.
- c. Generate an incident report or supplement that includes a detailed statement of the incident, medical treatment received (if known), and any actions taken by those on the scene.

Employees are advised that when a suspect ingests narcotics or other contraband and evidence is destroyed, they are to consult with the appropriate district attorney's office to discuss the acquisition of a search warrant, if necessary, and the possibility of filing all applicable charges including, but not limited to, Tampering with Evidence.

In the event that, after medical evaluation, medical personnel release the individual back to the officer, the officer shall:

- a. Immediately transport the individual to the designated jail facility.
- b. Document in the report under "physical condition" that the individual "possibly ingested narcotics/contraband."
- c. Notify the jail sergeant and jail personnel of the incident upon arrival at the jail facility.

4 RESTRAINTS AND TRANSPORTATION

Handcuffs

An exception to the handcuff policy is if a medical or specific physical condition (e.g., suspect's age or size) precludes handcuffing behind the back. Then the individual shall be secured in the safest possible manner before being placed in a police vehicle.

If an individual cannot be handcuffed, the transporting officer shall clearly document the reasons and specific justifications for not doing so in the incident or supplement report. The safety of the officer and the suspect or individual must be assured before the decision to transport without handcuffs is made.

Whenever handcuffs are used, they shall be secured by double-locking the cuffs to prevent them from being inadvertently tightened. Officers shall not tighten handcuffs to the extent that circulation is impaired, or allow handcuffs that are clearly interfering with circulation to remain tightened. Individuals who remain handcuffed for an extended period of time shall be checked often to ensure proper blood circulation.

Transporting

When placing an individual in a police vehicle, officers shall position the individual's back toward the upper back seat with the individual sitting upright and facing forward. Officers shall then properly secure the individual in the seat restraint (seat belt and shoulder harness). The transporting officer shall watch the individual and ensure the individual does not become entangled in the seat restraint and that the seat restraint does not wrap around the individual's neck.

Interlocking Technique

The interlocking technique shall be used by only officers trained in and utilizing the approved interlocking devices. No changes, alterations, or modifications are permitted to approved leg restraints or interlocking devices.

In all arrest or transporting situations, especially those involving an interlocking technique, employees shall ensure individuals are placed in a position that enables them to breathe freely and is the most comfortable position possible. Additionally, while officers may use their weight to initially gain control over a prisoner and to maintain control if necessary, **officers are to use caution that the resulting compression of the chest or abdomen does not interfere with the individual's breathing.**

WARNING: DO NOT leave the individual face down when using the interlocking technique as positional asphyxia may occur.

Interlocking is meant only as a temporary measure and suspects must be released from the interlocked position as soon as it is safe and practical.

An individual who initially appears to be in little or no distress after being interlocked may still develop respiratory difficulties. Therefore, whenever the interlocking technique is used:

- a. A supervisor shall be dispatched to ensure the technique conforms to department policies.
- b. The individual shall be transported by only a two-officer unit unless otherwise approved by a supervisor.

Additionally when the interlocking technique is used, officers shall:

- a. Ensure there are at least 12 inches between the interlock (wrist to ankle).
- b. Constantly ascertain the individual's condition.
- c. Maintain verbal contact with and keep a close watch on the individual.

5 SEARCH

Persons**Terry Frisk/Pat Down:**

When an officer temporarily detains a person without probable cause because the officer has a reasonable suspicion that the person has committed, is committing, or is about to commit a crime and has a reasonable belief that the person may be armed and presently dangerous, the officer may perform a limited protective search for weapons of the outer clothing and of those areas which may be within the suspect's wingspan and therefore pose a danger to the officer.

High Risk Search:

Persons who must be immediately transported out of the area for the safety of an officer shall be handcuffed behind the back and searched for weapons. This high risk search shall include the outer garments, waist, groin, hip areas, ankles, and feet. Immediately upon reaching a safer environment, the officer shall stop and perform a systematic search of the person.

If a weapon is located on a person being searched, steps should be immediately taken to prevent the person from gaining access to it. Once it is safe to do so, the weapon shall be removed from the person.

Search Incident to Arrest:

Whenever practicable, person searches shall be performed by employees of the same sex or gender identity as the suspect. When an officer of the opposite sex or gender identity searches a suspect, that officer shall document the justification for the search in an incident or supplement report.

If the gender of an individual needing to be searched comes into question, officers should respectfully inquire as to whether the individual identifies as transgender. When an individual self-identifies as transgender, officers shall not question this identity absent articulable, compelling reasons; nor shall an officer inquire about intimate details of an individual's anatomy to determine gender. Officers needing to search a person who identifies as transgender, should, when practicable, conduct the search based on the gender with which the individual identifies.

An employee who searches a person shall document the search and the results in an incident or supplement report. Whenever practicable, officers should have a witness to the search. An officer taking custody of a suspect shall search the prisoner for weapons and contraband even if the prisoner was searched by another officer.

If an officer becomes aware of the presence of contraband or evidence on a person, whether as the result of a search, Terry pat down, or the receipt of credible information, the officer shall attempt to safely secure the contraband or evidence.

Evidence or Contraband in Sensitive Areas:

If an officer has reasonable suspicion that evidence, contraband, or a weapon is located in a sensitive area of a person's body, including the person's genitalia, breasts, or buttocks, the officer may conduct an inspection, which includes questioning, to determine the nature of the contraband and whether it poses a danger to the person or the officer.

An inspection of the sensitive area may be conducted either in the field or in a District facility. Officers shall take steps to ensure that the privacy and dignity of the person being searched is maintained and, if necessary, the person should be shielded from public view.

If contraband cannot be easily and safely removed, a supervisor shall be called to the scene. The supervisor shall determine if the removal of the contraband in the field can be safely accomplished and if not, shall then consider contacting the Montgomery County Sheriff's Office for assistance. The supervisor shall have the person transported to a jail facility by a two-officer unit and the person shall be handcuffed and closely monitored.

Strip Search:

The Splendora ISD Police Department does not perform strip searches for any reason.

Body Cavity Search:

Body cavity searches are not conducted by the Splendora ISD Police Department. If there is probable cause, subsequent to an arrest, to believe that weapons, contraband, or other evidence of a crime has been concealed in a body cavity the Montgomery County Sheriff's Office will be contacted for assistance.

Vehicles

Officers may search a vehicle when at least one of the following applies:

- a. There is probable cause to believe that there is evidence of a crime within the person's reach.
- b. The officer reasonably believes a search is necessary for the officer's own safety (weapon).
- c. Contraband is found in plain view.
- d. The search is related to the suspect's arrest.

Inventory of a vehicle is required when a vehicle is to be towed.

Property

Officers may search a residence or other premises without a search warrant or consent when any of the following exigent circumstances apply:

- a. A person is in imminent danger.
- b. The escape of a suspect.
- c. Reasonable belief that a suspect poses a danger to the public and/or officers on a scene.
- d. A welfare check of the property for persons who may need medical assistance.
- e. Reasonable belief that contraband or evidence is about to be destroyed.

The above is not an exhaustive list of exigent circumstances. Officers shall continuously assess the situation as the scene develops and additional factors are revealed in order to make the appropriate decision in regards to searches. Whenever at all possible SISD PD officers will contact the local law enforcement agency that has primary jurisdiction over the area and consult with them prior to any property searches.

6 CONSENT SEARCH

Both federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. Consent to search is considered a waiver of what would otherwise be a warrant requirement and, as such, the waiver must be voluntary and knowing. When a person consents to a search the officer shall remember the following:

- a. A person with a possessory or proprietary interest in the property or place to be searched may give consent.
- b. A person can refuse to consent to a search. However, if consent is granted, the person remains in control of the search and may limit the scope of the search or revoke the consent entirely.
- c. All searches shall be conducted with dignity and courtesy. Officers shall also explain to the person being searched the reason for the search and how the search will be conducted.
- d. When the search involves property, the property being searched, when feasible, shall be returned to its original condition prior to the search.

7 DOCUMENTATION OF CONSENT

Documentation of consent may be necessary in defending the search in court.

Verbal Consent

When an officer receives only verbal consent to proceed with a search, the officer shall document the outcome of that consent to search request (granted, refused, withdrawn) in the incident report if an incident report is created. In the case of a vehicle at a traffic stop, supporting documentation shall be found in the entry made on the workcard.

Consent Form Disposition

If a consent form is completed and no charges are filed and no contraband or evidence is seized, the original consent to search form shall be submitted at the end of the shift with the officer's work card or placed in the case file. If a consent form is completed and the person is arrested and/or contraband or evidence is seized, the original consent to search form shall be scanned into the incident report and tagged in the Property Room under the appropriate incident number.

8 RESTRICTIONS

Off-duty officers shall not arrest traffic violators on sight unless the violation poses an immediate threat of bodily injury.

An officer, whether on or off duty, shall not arrest any person involved in a personal dispute involving the officer or a member of the officer's family unless there is an immediate threat of serious bodily injury or death. If police action is required, the officer shall contact the local agency having jurisdiction over that area and request that a police unit and a supervisor be dispatched to the scene to investigate the incident. Also, if police action is required and the suspect's identity is unknown or cannot be determined, the officer may detain such person. Officers shall not communicate in any manner, directly or indirectly, information that may delay an arrest. Officers shall not enable persons who have committed criminal acts to escape arrest or punishment, dispose of property or goods obtained illegally, or destroy evidence of unlawful activity.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	500-02
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: HANDLING AND TRANSPORTING SUSPECTS AND OTHER PERSONS		

POLICY

While handling or transporting suspects or other persons, employees shall treat all persons with dignity and respect and shall follow the procedures outlined in this General Order.

1 SAFETY AND SECURITY

When a person is taken into custody, employees are responsible for that person's safety. Employees shall be cognizant of the well-being of all individuals and shall respond appropriately if individuals are in danger, whether intentionally or unintentionally. Employees observing circumstances believed to be an immediate threat of serious injury or death to a person (including those in the custody of another employee) shall do all of the following:

- a. Take custody of the individual.
- b. Take the appropriate actions necessary to prevent injury to the individual.
- c. Immediately notify a supervisor.
- d. Submit a written report of the incident to the Chief of Police through the chain of command.

In these circumstances, the arresting officer is still responsible for submitting the incident report related to the original arrest.

Subject to any exceptions set forth in this General Order all persons under arrest shall be properly handcuffed behind the back prior to being thoroughly searched and shall remain handcuffed while being transported in a police vehicle. If a medical or specific physical condition precludes handcuffing behind the back, the individual shall be secured in the safest possible manner before being placed in a police vehicle.

Employees shall not place or leave objects capable of inflicting injury or death in a location accessible to a suspect or other person in custody. Employees shall thoroughly check areas intended to house a suspect prior to placing the person in that area (e.g., police vehicles, holding cells, offices, and interview rooms).

All police vehicles shall be thoroughly searched immediately following the transportation of a student, suspect, or other citizen.

Traffic stops shall not be conducted while transporting individuals unless a violator's actions pose an immediate threat to public safety and no other officer is available to stop the vehicle. Officers shall make every effort to follow the vehicle until another officer arrives. If no other officer is available, the officer should stop the vehicle, taking into consideration the totality of the circumstances of the situation, and follow the procedures for leaving an individual unattended in a life-threatening situation.

Individuals in custody shall not be left unattended in police vehicles unless employees can maintain visual contact of the individual. The only exception to this policy is if an officer is responding to a life threatening situation and must immediately exit the police vehicle. Under this circumstance, officers shall notify the dispatcher as soon as possible of their situation and the location of their police vehicle so another officer can be dispatched to assist and take custody of the individual. When abandoning their police vehicle in response to a life-threatening situation, officers shall take the vehicle's keys with them.

2 HEALTH

When handling or transporting individuals, officers shall be conscientious of individuals who need immediate medical attention or have known medical issues. For individuals experiencing serious or life-threatening medical conditions and depending on circumstances, officers shall either transport the individual or have an ambulance transport the individual to the hospital to receive medical attention. Officers shall follow the procedures outlined in section 4 of this General Order.

Individuals who received medical assistance on scene or at a hospital and have been released by medical personnel shall be taken to jail. The officer shall inform jail personnel of the individual's medical issues upon arrival at the jail. Officers shall document the individual's physical condition in the incident report along with details of the officer's actions.

3 TRANSPORTING INDIVIDUALS

Whenever possible, individuals shall be transported in vehicles with protective screens. Employees shall transport only as many persons as can be safely carried at one time in a police vehicle. Employees shall ensure that the number of persons being transported does not exceed the number of functioning seat restraints in the police vehicle. Vehicles shall not be placed in motion until the driver and all passengers have been fastened in their seat restraints.

The below listed persons shall be transported in separate vehicles, unless the persons have been arrested as a result of the same incident.

a. Adults and juveniles.

- b. Individuals of the opposite gender or gender identity.
- c. Individuals and persons who are not under arrest (except as noted below).

Employees shall not transport a suspect accused of dating or domestic violence or sexual harassment or assault and the alleged victim in the same vehicle at the same time.

Transporting Notification

When transporting a person, employees who have access to a mobile computing device (MCD) shall document all of the following information utilizing their MCD:

- a. Origin and destination of the transport.
- b. Gender or gender identity of the person being transported (e.g., if the suspect identifies as a male then the officer shall enter "male" in the message to the dispatcher regardless of what is displayed on the prisoner's identification).

Employees who do not have access to an MCD and who conduct an on-view investigation that requires a person to be transported shall notify the dispatcher that they do not have MCD access and shall provide the above listed information to the dispatcher. The dispatcher shall enter the information into the computer aided dispatch (CAD) event.

The ethnicity of the person being transported shall not be broadcast. The dispatcher shall provide time checks on departure and arrival. All transports shall be made via the safest, most direct route.

Transporting Persons with a Physical Disability

Employees shall exercise due care in transporting persons who are physically disabled or who require special equipment. Wheelchairs, crutches, prostheses, and other necessary medical equipment shall be transported with the person.

When transporting a person aided by a mobility device (e.g., wheelchair, walker, or crutches), a supervisor shall be called to the scene. The supervisor shall determine the most appropriate means of transporting the person (e.g., using a patrol vehicle or calling for a paratransit vehicle).

Transporting Violent Individuals or Persons Exhibiting Signs of Being in a Mental Health Crisis

When transporting a violent individual or a person exhibiting signs of being in a mental health crisis, officers shall use approved restraints to ensure their safety and that of the person, remaining mindful that persons in crises can be very unpredictable. Employees are expected to use sound judgment in deciding on the type and amount of physical restraint to be used and on the most appropriate mode of transporting such a person.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	500-03
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: DISPOSITION OF ARRESTED JUVENILES		

POLICY

The Splendora ISD Police Department shall follow established procedures in the arrest and disposition of juveniles.

1 ARREST OF JUVENILES

Officers are regularly called upon to assume custody of juveniles who have been accused of delinquent violations ranging from status offenses to capital felonies. Because the police are governed by the Family Code as well as by specific guidelines approved by the Juvenile District Court of Montgomery County, all personnel should understand that procedures for dealing with juvenile suspects differ significantly from those used for handling adults.

The department's policy in dealing with juveniles is one of intervention and correction, whenever feasible.

When dealing with juveniles, employees shall limit their response to resistance and physical contact to only the amount reasonably necessary to protect themselves or others, to effect an arrest, or to bring an incident under control.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	500-04
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: TREATMENT OF SUSPECTS, AND OTHER CITIZENS		

POLICY

Employees of the Splendora ISD Police Department shall treat all prisoners, suspects, and citizens in a humane and lawful manner.

1 GUIDELINES

Employees shall avoid all unnecessary physical contact with all suspects, and other citizens. Unnecessary contact may include, but is not limited to, pushing, shoving, dragging, punching, or kicking.

Employees shall not place handcuffs on individuals tighter than is necessary to ensure the individual does not remove the handcuffs. Tightening the handcuffs to the point circulation is impaired is prohibited. Officers shall double lock the handcuffs to ensure that they are not inadvertently tightened during transport.

2 REPORTING REQUIREMENTS

All employees are reminded of their duty to ensure the safety of all suspects and citizens. Mandatory reporting requirements are outlined in General Order 200-02, Investigation of Employee Misconduct, regarding the mistreatment of suspects or citizens. Failure to report even minor mistreatment of any person shall result in disciplinary action.

Supervisors who witness mistreatment or are present at the scene where mistreatment is occurring or is alleged are responsible for ensuring the safety of suspects and citizens. Supervisors are also responsible for ensuring that all necessary department notifications are made, incident reports are generated, and forms are completed.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-01
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: RESPONSE MANAGEMENT		

POLICY

The department has standards and procedures for managing responses to calls for service and events and Splendora ISD Police Department unit activity. Response management is primarily based on the level of the threat to human life and/or property and is considerate of the safety of citizens and officers.

DEFINITIONS

Assist Event. Any event for which emergency assistance is requested by or for any police or fire department personnel.

Call Code. A code that represents the type of event, offense, or incident for which a call for service or on-view activity is being entered.

Call for Service or Event. A record of a caller's request for police service or an event on-viewed by an officer that is entered into the Computer Aided Dispatch (CAD) system. Also referred to as a call.

1 CALL MANAGEMENT

Dispatcher Authority

The dispatcher speaks with the authority of the Chief of Police. Officers are to respond promptly to the dispatcher and carry out their assignments courteously and promptly.

Response Priorities

Response priority is designated by the priority response code (PRC) and dictates whether an emergency, immediate, direct, delayed, or diverted response is most appropriate (see below chart). When responding to any priority call for service or event, officers shall drive with due regard for the safety of themselves, fellow officers, and citizens. This section defines the various response priorities.

Priority "E" (Emergency)

Priority "E" represents assist the officer or firefighter or pursuit situations, and assumes that a potential threat to life or the potential threat of serious bodily injury to an officer or firefighter is in progress. Pursuit situations are outlined in General Order 600-04, Motor Vehicle Pursuits.

A standard response to priority "E" calls for service is by uniformed officers in marked vehicles with the use of emergency lights and a siren and who remain at this response level until a supervisor, a unit, or dispatcher advises the situation is under control. When advised of such, officers who have not arrived on the scene shall reduce their response to the priority dictated by the dispatcher, but shall continue to the scene unless otherwise instructed by a patrol supervisor or dispatcher.

Any responding unit that may be delayed for any reason (e.g., heavy rain, coming from a station or from a considerable distance from the call location) shall advise the dispatcher by radio only as to the circumstances causing the delay so that the dispatcher can make adjustments on responding units.

Patrol Response: Emergency lights and siren

Priority One

Priority one assumes that a potential threat to life or the potential threat of serious bodily injury is in progress, and is used for all urgent calls other than assist the officer or firefighter or pursuit calls.

A standard response to priority one calls for service is by uniformed officers in marked vehicles with the use of emergency lights and a siren. However, if circumstances are such that the officer believes that an optional response (priority one silent, priority two, or lower) is most appropriate, then the officer may opt to run the call in that mode, but the dispatcher must be immediately advised of the deviation from the standard response.

Any responding unit that may be delayed for any reason (e.g., coming from the station, heavy rain, or at a considerable distance from the call location) shall advise the dispatcher by radio only as to the circumstances causing the delay so the dispatcher can make adjustments on responding units. The dispatcher retains the discretion to request officers to send a message via the mobile computing device (MCD) when responding to preserve the radio air for emergency traffic.

Patrol Response: Emergency lights and siren

Priority Two

Priority two calls for service represent in progress property crimes and/or a potential threat to human welfare, and assume that if not in-progress, the event recently occurred or response to the scene is urgent.

Standard response to priority two calls for service is without emergency equipment. However, if the situation clearly warrants the use of emergency equipment, the officer has the option to use that mode, but that decision must be immediately communicated verbally to the dispatcher.

Patrol Response: No emergency lights or siren shall be used unless the officer has additional information justifying the use of emergency equipment.

Priority Three and below

Priority three and below calls are incidents in which no known emergency exists, but which should be handled expeditiously because of the potential for the situation to escalate or the potential for criminal activity to occur.

Patrol Response: No emergency lights or siren shall be used unless the officer has additional information justifying the use of emergency equipment. Officers responding to priority three calls for service shall obey all traffic laws.

2 RESPONSIBILITIES DURING PRIORITY "E", ONE, AND TWO CALLS FOR SERVICE

Officer Responsibilities

When responding to priority "E," one, or two calls for service with the use of emergency equipment, officers must drive with due regard for the safety of themselves, fellow officers, and citizens. Units are to travel directly to the scene and not stop any traffic violators or other persons for minor offenses.

Field personnel shall notify their dispatcher via the radio when en route to and arriving on priority "E," one, or two calls for service, unless otherwise directed. Responding officers must advise the dispatcher by radio of any delays in their response, as well as all status updates such as en route, arrived, under control, or clear. Field personnel are responsible for updating their unit status in a timely and proper fashion. Deviations from established procedure shall not be condoned.

While field personnel are on duty, they shall be directly available via radio and MCD or at least by radio if not in their vehicle.

3 RESPONSIBILITIES DURING PRIORITY THREE AND BELOW CALLS FOR SERVICE

Officer Responsibilities

A priority three and below call for service requires a directed response, which means the officer must proceed to the call without unnecessary delay. However, if while responding, the officer on-views a situation more serious than the call assignment, then:

- a. The officer must immediately inform the dispatcher of his location and activity.
- b. Once the immediate situation has been handled, the officer must proceed directly to the originally assigned priority three and below call unless the dispatcher has already reassigned the call.

c. If the on-viewed situation is one in which the officer cannot proceed to the assigned call in a timely manner, the officer must inform his supervisor of the situation causing the extended delay.

General Order	ISSUE DATE August 1, 2020	NO. 600-02
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: SISD SCHOOL BUS ACCIDENTS		

POLICY

The department has standards and procedures for managing responses to SISD school busses involved in accidents.

1 SISD SCHOOL BUS ACCIDENTS

Notification

If SISD PD personnel are notified of a school bus accident directly from the dispatcher they will proceed directly in the response guidelines listed below.

If SISD PD personnel are notified of a school bus accident in any other way than from the dispatcher they will relay that information directly to the dispatcher before they proceed to the scene. Officers will notify the dispatcher of the location of the accident, number of vehicles involved, and any potential injuries if known.

Response Guidelines

If any type of injuries are listed or injuries are unknown involving a school bus accident the standard response priority for SISD PD officers will be a priority 1 response, which involves the use of emergency lights and siren.

If there are specifically no injuries listed on the original call notification SISD PD officers will respond to the school bus accident in a priority 2 response. If any additional information is received of potential injuries in the accident the response will be upgraded to a priority 1 response.

If any additional information is obtained that would require the use of emergency equipment the officer will immediately change to response code to fit the additional information response.

Due to the potential severity and possibility of community and/or media response ALL school bus accidents notifications will be made to the dispatcher if not already known.

SISD Personnel will work all school bus accidents unless they involve fatalities, assistance is needed due to the number of injuries, or DPS specifically states they will work the accident.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-03
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: MOTOR VEHICLE PURSUITS		

POLICY

The Splendora ISD Police Department places the highest value on the life and safety of its officers and the public at large. This value must be accommodated in a police officer's duty to apprehend persons who have committed or are committing a violation of the law. The methods the department establishes to enforce the laws are intended to minimize the risk of injury to officers and citizens alike.

The driver of an authorized emergency vehicle shall drive with due regard for the safety of all persons and is responsible for the consequences of reckless disregard for the safety of others.

DEFINITION

Motor Vehicle Pursuit. A motor vehicle pursuit occurs when an officer operating an emergency vehicle attempts to stop or apprehend a suspect who refuses to stop while operating a motor vehicle. The suspect must exhibit one of the following types of conduct:

- a. A willful disregard for personal safety or the safety of others in an attempt to avoid arrest.
- b. A refusal to obey an officer's repeated signal to stop.

1 AUTHORIZED PURSUITS

The decision to engage in a motor vehicle pursuit is highly dependent on the ability of an officer, supervisor, or commander to continually assess the need to pursue versus the risk of injury involved in engaging in the pursuit.

2 OFFICERS' RESPONSIBILITIES

Officers may initiate or continue a pursuit only if all the following requirements are met:

- a. An officer in good faith reasonably believes that under the circumstances the need to immediately apprehend the suspect outweighs a clear risk of harm to the public in initiating or continuing the pursuit.
- b. As required by department policy and Texas Supreme Court case law, officers must constantly evaluate the risk and factors involved when initiating or continuing a pursuit. Those factors include, but are not limited to:

1. The seriousness of the crime to which the officer is responding.
2. Whether an officer's immediate presence is necessary to apprehend a suspect or to prevent injury or loss of life.
3. Alternative courses of action, if any, available to achieve a comparable result.

c. In addition to the above factors, officers shall continually evaluate:

1. Knowledge about the suspect being pursued. If enough information exists to file a warrant, officers shall be expected to discontinue the pursuit.

An exception to this standard is permissible if a supervisor responsible for overseeing the pursuit authorizes the pursuit to continue based on the assessment of requirements as listed above.

2. The observable driving behavior of the suspect being pursued (e.g., is the suspect driving while intoxicated or is the suspect driving recklessly).
3. Relative performance capabilities of the vehicle being pursued.
4. Road conditions.
5. Weather.
6. Population density.
7. Vehicular and pedestrian traffic.
8. The presence of other persons in the police vehicle.

d. Officers shall continually assess the nature and severity of harm their actions could cause (including injuries to bystanders as well as the possibility a crash would prevent the officer from arriving on the scene or assisting in the apprehension of the suspect), the likelihood any harm would occur, and whether any risk of harm would be clear to a reasonably prudent officer.

While evaluating all of the listed factors, officers shall constantly assess the need to immediately apprehend the suspect versus the risk of injuring themselves, the public, or the suspect.

3 SUPERVISORS' RESPONSIBILITIES

The designated on-duty field supervisor:

- a. Shall be in command of the pursuit. The field supervisor shall immediately advise the dispatcher if the pursuit should continue based on communication and the assessment of the circumstances.

b. Shall monitor all radio communications related to the pursuit and make every effort to ensure only authorized units participate in the pursuit. Whenever time and air traffic allow, supervisors assigned to a pursuit shall affirmatively break the air and remind officers:

1. To maintain their professional composure.
2. That the pursuit shall result in a high-risk vehicle approach (as set out in General Order 600-34, High-Risk Vehicle Approaches).
3. That the officers should, if possible, use their vehicles for cover and concealment while attempts to establish communication with the occupant of the vehicle are made.

c. Shall continually assess the motor vehicle pursuit and its changing circumstances relative to the points stressed by the Texas courts as outlined in section 2 items (b) and (c) above. Also, periodically, as prompted by the dispatcher, the supervisor shall state whether the pursuit should continue or direct the pursuit be terminated.

d. May terminate the pursuit immediately if it is determined officers have sufficient information to establish both probable cause for the criminal activity and the identity of the suspect, making the filing of a to-be warrant feasible.

However, this does not apply to a case in which the nature of the criminal activity (e.g., deadly weapon involved, serious bodily injury inflicted, hostage taken, or a flagrant DWI) is such that the need to immediately take the suspect into custody justifies the possible risks to the public resulting from the pursuit.

e. Shall order any response necessary, appropriate, and within department policy to terminate the pursuit.

f. May become involved in the pursuit if in close proximity and provided the supervisor's police vehicle has emergency equipment.

g. Shall immediately go to the scene where the pursuit has ended and take command.

h. Shall supplement the original incident report documenting all supervisory actions taken during the pursuit.

4 VEHICLES ELIGIBLE TO BE USED IN PURSUITS

SISD PD Marked Vehicles

An officer may initiate or continue a pursuit only if all the following requirements are met. The officer's SISD PD marked police vehicle is:

- a. Equipped with working emergency lights and sirens.

b. Believed to be in sound mechanical condition including, but not limited to, brakes, steering, and police radio systems.

Vehicles transporting prisoners, witnesses, suspects, complainants, or other non police personnel shall not be used to initiate or participate in a pursuit

5 NOTIFYING DISPATCHER

Officers initiating a pursuit shall promptly notify the dispatcher a pursuit situation exists. The dispatcher shall determine if it is necessary to close the dispatch channel.

The information transmitted to the dispatcher should include the following:

- a. Unit number.
- b. Present location.
- c. Where the pursuit began.
- d. Direction of travel.
- e. Reason for the pursuit.
- f. Description of the fleeing vehicle (e.g., make, model, color, license number).
- g. Description and number of occupants in the fleeing vehicle.
- h. Estimated speed of the fleeing vehicle.

6 RESTRICTIONS

Officers shall not:

- a. Pursue a fleeing vehicle by driving the wrong way on a freeway.
- b. Pursue a fleeing vehicle while operating a vehicle without emergency equipment or without the emergency equipment activated.
- c. Drive along the side or in front of a fleeing vehicle in an attempt to force the vehicle from the roadway, unless authorized as an approved stopping technique.
- d. Ram or bump a fleeing vehicle in an attempt to force it from the roadway.
- e. Continue a pursuit if the primary unit, on-scene police helicopter, or any on-duty supervisor orders the pursuit discontinued.

- f. Discharge a firearm to disable or stop a fleeing vehicle (see General Order 600-10, Response to Resistance).
- g. Use a privately owned vehicle in any part of a pursuit or as a termination technique.
- h. Use tire deflation devices.
- i. Use barricades or other obstructions set across a roadway to stop or prevent the escape of a fleeing vehicle.

7 TERMINATION OF PURSUITS

Any of the following personnel may terminate a pursuit:

- a. Officer in the primary unit.
- b. On-duty officer holding the rank of sergeant or above.

The decision to terminate a pursuit by an on-duty supervisor other than the field supervisor managing the pursuit must be made with the same diligence as stated throughout this policy. The assessment of this information shall be in accordance with the factors and variables listed in section 2, items (b) and (c) of this General Order.

8 APPREHENSION OF SUSPECTS

Once the pursuit has ended, officers shall utilize appropriate officer safety tactics regarding high-risk vehicle approaches as outlined in General Order 600-10, High-Risk Vehicle Approaches. If the pursuit is not initiated or is terminated without apprehending a suspect and the identity of the suspect is known, the primary unit shall attempt to obtain a to-be warrant through the appropriate district attorney's office prior to the end of the officer's shift.

9 DOCUMENTATION OF A PURSUIT

Officers' Duties

Officers shall document the pursuit incident in a thorough incident report containing a detailed description of the vehicle, suspect information if possible, other pertinent facts, and witness information. If a decision is made not to pursue a known suspect or a pursuit is terminated in accordance with restrictions set out in this General Order, officers shall still complete a thorough incident report so an officer or investigator can attempt to locate the suspect and file a warrant at a later date.

Supervisors' Duties

At the conclusion of the pursuit, the field supervisor assigned to the pursuit shall complete a SISD Police Department Vehicle Pursuit form prior to the end of his shift. The field supervisor

assigned to the pursuit shall also adhere to the requirements in General Order 200-07, Emergency Management, regarding the process for submitting a Significant Event Report to the Chief of Police for incidents involving vehicle pursuits that meet such criteria. In addition, the on-duty field supervisor and any involved supervisors must supplement the original incident report documenting all supervisory actions taken during the pursuit and must list all units who participated in the pursuit.

If the crash resulted in a fatality or serious bodily injury, DPS shall complete a crash report. DPS shall also complete a crash report if the Department vehicle is involved in an unintended crash with any vehicle, person, or property.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-04
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: TOWING		

POLICY

When dealing with wreckers, towing of vehicles, and storage lots, employees shall not take action contrary to the Montgomery County Sheriff's Department policy in dealing with Auto Wreckers and Storage Yards. Furthermore, employees shall follow the procedures indicated in this policy when handling such situations.

DEFINITIONS

Chip – A numbered metal tag that is issued by the Department for each Tow Truck, along with a Tow Truck Permit, to be used for Match at a Law Enforcement Scene; the number on the Chip corresponds with the Tow Truck Permit number.

Consent Tow – Any Tow of a Motor Vehicle initiated by the Vehicle Owner or operator of the vehicle or by a person who has possession, custody or control of the vehicle. This term does not include a Tow of a Motor Vehicle initiated by a Law Enforcement Officer.

Evidentiary Crime Scene – A crime scene in unincorporated Montgomery County that requires the response of a law enforcement agency's specialized investigative unit(s). Examples include, but are not limited to: a homicide scene or an auto theft "chop shop."

Heavy Duty Tow Truck — A Tow Truck having a chassis rated at five (5) tons or greater by the vehicle manufacturer and a winch capable of lifting a minimum of thirty thousand (30,000) pounds, as rated by the winch manufacturer. Except where a distinction is specifically made, the term "Tow Truck," as used herein, includes "Heavy-Duty Tow Truck."

Identification Card – Identification card issued to a Tow Truck Operator by the Montgomery County Sheriff's Department demonstrating eligibility of a person to conduct Non-Consent Tows and containing information to verify the identity of the Tow Truck Operator.

Law Enforcement Scene –The scene of a crime, accident, or custodial arrest, or the location of a vehicle, which is a traffic hazard, a recovered stolen vehicle, or an abandoned vehicle.

Match – The selection process used by a Law Enforcement Officer to determine which Tow Truck Operator will perform a Non-Consent Tow at a Law Enforcement Scene or, when appropriate, at an Evidentiary Crime Scene.

Non Consent Tow – Any Tow initiated by a Law Enforcement Officer and conducted at a Law Enforcement Scene or Evidentiary Crime Scene in unincorporated areas of Montgomery County.

Public Road – A road, street, or highway that has not been discontinued and is a publicly maintained road or highway opened to and used by the public.

Tow - The recovery and movement of a Motor Vehicle using a Tow Truck

Towing Company – An individual, partnership, corporation, or any other entity or association that is engaged in the business of Towing Motor Vehicles on a Public Road, for compensation or with the expectation of compensation, or who owns or operates a Tow Truck. This term includes an owner, Operator, employee, and/or agent of the Towing Company.

Tow Truck – A Motor Vehicle or other mechanical device adapted or used to Tow, carry, push, winch or otherwise move any Motor Vehicle

Tow Truck Slip – A triplicate form completed by a Law Enforcement Officer at the scene, duplicate copies of which are provided to the Department, Tow Truck Operator and the Vehicle Storage Facility for identification of the Motor Vehicle Towed.

1 FEES AND CHARGES

All fees and maximum allowable charges relating to the Non-Consent Towing of Motor Vehicles and the issuance of any permits and ID Cards shall be determined by Commissioners' Court. It is a violation of these Rules for any Permit holder, Tow Truck Operator or Tow Truck Company to charge any fee for Non-Consent Towing services not actually performed.

Fees for Non-Consent Towing services apply to movement of a vehicle from a Law Enforcement Scene to an eligible Vehicle Storage Facility, or other location designated by the Vehicle Owner and agreed to by the Tow Truck Operator [as required by TEX. TRANSP. CODE § 643.206(a), as amended].

2 TOW TRUCKS, TOWING COMPANIES, AND COMPLAINTS

All issues regarding tow truck permits, towing companies permits, identification cards and complaints regarding the tow truck or company will be handled by the Montgomery County Sheriff's Office.

3 LAW ENFORCEMENT SCENES

a. Except in an emergency or at the direction of a Law Enforcement Officer, an Operator shall park the Tow Truck at least one hundred (100) feet from a Law Enforcement Scene. An Operator may use only beacon lights as required by State law.

- b. An Operator shall park the Tow Truck on the same side of the road as the Motor Vehicle to be Towed, unless a Law Enforcement Officer directs the Operator to park elsewhere.
- c. The Operator(s) selected to Tow shall remove all debris, except large volumes of cargo spilled from rigs or trailers and requiring separate removal, from the Law Enforcement Scene and shall properly dispose of all debris collected.
- d. Any Tow Truck Operator soliciting an Operator of a Motor Vehicle involved in an injury accident or any injured party involved in the Law Enforcement Scene shall not be allowed to perform a Non-Consent Tow. An injured party is defined as a person who has visible injuries or who claims injuries and/or is waiting for a dispatched ambulance to administer first aid. Tow Truck Operators shall not enter a Law Enforcement Scene, and shall return to their vehicles after arrival of a Law Enforcement Officer or other emergency personnel, unless requested to remain on the scene by that officer or emergency personnel.
- e. A Motor Vehicle Towed pursuant to a Non-Consent Tow must be taken to a permitted Vehicle Storage Facility located in the specific Zone in which the vehicle was loaded, unless the Tow Truck Operator agrees to deliver the vehicle loaded to a different location at the request of the Vehicle Owner.
- f. Each Tow Truck Operator responding to a Call and participating in a Match must be able to demonstrate privileges in a licensed Vehicle Storage Facility located within the same Zone as the Law Enforcement Scene.
- g. All Tow Truck Operators shall wear appropriate dress while at a Law Enforcement Scene and performing Non-Consent Towing services. Tow Truck Operators shall wear enclosed shoes or boots when performing Non-Consent Towing services.
- h. Tow Truck Operators shall obey all Federal, State, and County laws and policies. Violators may be subject to citation and/or arrest, as well as the suspension or revocation of any Permit and/or ID Card.
- i. If a Vehicle Owner or operator present at the Law Enforcement Scene contacts a Tow Truck Company before arrival of the Law Enforcement Officer, the Law Enforcement Officer may proceed with removal and Towing services by the Tow Truck Company contacted by that owner or operator, if the Towing Company has indicated it can timely respond and the Law Enforcement Officer determines the Vehicle Owner or operator had the ability and mental capacity at the time to initiate Towing services. Such Towing services initiated by the Vehicle Owner or operator are Consent Tows. However, if the Tow Truck Company contacted cannot or does not respond within thirty (30) minutes, or the Law Enforcement Officer on the scene determines that the vehicle is an obvious safety hazard requiring immediate removal, that officer may make a general call through dispatch or may use the Match procedure for eligible Tow Trucks already on the scene without making a call. Once the officer initiates the Towing services, the services become a Non-Consent Tow.

j. If a Vehicle Owner or operator present at the Law Enforcement Scene expresses a preference for a particular Towing Company or Tow Truck to Tow his/her vehicle at any time before the officer makes a general call through dispatch, the Law Enforcement Officer investigating the scene may air a call for that named Towing Company or Tow Truck and forego making a general call through dispatch. The Law Enforcement Officer has discretion to wait for that Tow Truck designated or air a general call through dispatch. Should the Vehicle Owner or operator be allowed to designate a Towing Company to move their vehicle, the Towing services will be performed as a Consent Tow. If the Vehicle Owner arrives at the Law Enforcement Scene after the Law Enforcement Officer at the scene has made a general dispatch call for Tow Truck service, the officer will proceed with the Match procedure for Tow Trucks responding to the call. Once a general call has been dispatched, a Tow Truck will be chosen through Match of Tow Trucks responding to the call, and services will continue as a Non-Consent Tow.

k. Once a Tow Truck has been completely hooked up to a Motor Vehicle, the Tow Truck Company may charge the Vehicle Owner as authorized by these Rules.

l. Tow Truck Operators must wear their current, valid ID Cards while at a Law Enforcement Scene so that ID Cards are clearly visible to the Law Enforcement Officer at the scene. Law Enforcement Officers may inspect the ID Card of any Tow Truck Operator and the Tow Truck Permit for their vehicle at any Law Enforcement Scene.

m. Passengers of a Permitted Tow Truck that have not been issued a current, valid ID Card by the Department may not be permitted to exit the vehicle within one hundred (100) feet of a Law Enforcement Scene, unless instructed by a Law Enforcement Officer or unless and until assisting a Tow Truck Operator who holds a current, valid ID Card in performing Towing services and, then, only under strict supervision of the Tow Truck Operator. It is a violation of these Rules for the Operator of a Permitted Tow Truck responding to a call from a Law Enforcement Scene to permit a passenger to exit his/her Tow Truck within one hundred (100) feet of the scene unless and until that passenger is assisting the Tow Truck Operator in performing Towing services. Prior to award of a Match, no passenger should be allowed within one hundred (100) feet of the scene.

n. It is a violation of these Rules for any Operator of a Permitted Tow Truck to permit children to exit the vehicle within one hundred (100) feet of a Law Enforcement Scene.

o. No Operator having an ID Card shall possess or allow any prohibited weapon, firearm, alcoholic beverage or illegal/controlled drug or other substance in or around a Permitted Tow Truck when operating the Tow Truck. This provision does not prohibit a Peace Officer as defined by TEX. CODE OF CRIM. PROC. § 2.12, or a person possessing a valid concealed handgun permit issued by the Texas Department of Public Safety from carrying a firearm while operating or riding in a Tow Truck.

p. A Tow Truck Operator shall ensure that, while lifting a Motor Vehicle in preparation for a Non-Consent Tow, all nonessential persons are a safe distance from the Tow Truck and Motor Vehicle. A safe distance is at least twice the distance between the end of the boom and the point of hook-up on the Motor Vehicle being winched or twice the distance the Motor Vehicle is

being lifted, whichever is greater. If a hydraulic lift is being used, a safe distance is twice the distance to which the lift arm is extended. An Operator is responsible for maintaining safe conditions around the Tow Truck during any Towing and winching of a Motor Vehicle.

q. If a Tow Truck or Motor Vehicle to be Towed is in a lane of traffic, an Operator shall not place or operate a Tow Truck cable across a lane or lanes of traffic unless the traffic is stopped or diverted by a Law Enforcement Officer to permit safe winching or lifting of the Motor Vehicle to be Towed

r. It shall be unlawful for any person to ignite a match, lighter or any other flammable object within a distance of fifty (50) feet in any direction from the location of a vehicle accident or where emergency flares (except safety flares) are in use. In addition, it shall be unlawful for any person to enter into such area with a lighted cigarette, cigar, pipe or other burning material.

s. Non-Consent Towed vehicles picked up at any Law Enforcement Scene shall be taken to a licensed Vehicle Storage Facility or other location designated by the Vehicle Owner, prior to the Tow Truck Operator participating in a subsequent Match or loading another vehicle in Non-Consent Towing services; and, Towed vehicles shall be delivered and accepted by the Vehicle Storage Facility or delivered to the location designated by the Vehicle Owner within two (2) hours from the time the Tow Truck Operator completed loading the vehicle.

t. All Tow Trucks are subject to an inspection on any Working Day during normal business hours at the discretion of a Department supervisor with the rank of Sergeant or above, or by Department personnel designated as Tow Truck Inspectors, and at any time by a Law Enforcement Officer while on a Law Enforcement Scene.

u. A Towing Company or Tow Truck Operator may not break into or enter a vehicle, or any part thereof, for purposes of performing a Non-Consent Tow without consent of the Vehicle Owner

4 MATCHING PROCESS

a. A Law Enforcement Officer investigating a Law Enforcement or Evidentiary Crime Scene in the unincorporated areas of Montgomery County shall allow one eligible Operator of each Permitted Tow Truck that arrives on the scene within fifteen (15) minutes after general dispatch call to participate in a Match process. Only one Operator per Tow Truck timely arriving at the scene is eligible to be present for Matching.

b. When conducting a Match, the Law Enforcement Officer will collect the Chip corresponding to the Tow Truck Permit from each eligible Tow Truck Operator at the scene within fifteen (15) minutes of the general dispatch call and deposit the Chips in a hat or other similar container. The Law Enforcement Officer, or other person designated by the Law Enforcement Officer, will then draw a Chip from the container. If a Tow Truck Operator's Chip is drawn, he/she may then load the Motor Vehicle. If a Tow Truck Operator's Chip is selected but that Tow Truck Operator refuses to Tow, cannot perform the Tow or cannot designate another eligible Tow Truck Operator at the scene to perform the Tow on his/her behalf, the Law Enforcement Officer may repeat the procedure to select another Tow Truck.

- c. The Tow Truck Operator whose Chip is drawn in a Match must be able to promptly load the vehicle and complete the Tow. Should back-up assistance be required for that Tow Truck Operator to complete the recovery and Tow, and compensation for back-up assistance is expected, the Tow Truck Operator must be able to demonstrate to the Law Enforcement Officer on the scene that back-up assistance is available from eligible Tow Trucks on the scene. Should that Tow Truck Operator be unable to complete the Tow and back-up assistance is not available, the Law Enforcement Officer on the scene may conduct another Match, or dispatch another general call, as appropriate.
- d. If only one Tow Truck arrives at a Law Enforcement Scene within fifteen (15) minutes after the Law Enforcement Officer's general dispatch call, a Match is not required; that Tow Truck Operator, if eligible and able to conduct the Tow, may proceed to load the vehicle.
- e. If a Law Enforcement Officer arrives on a scene and the vehicle to be Towed is an obvious safety hazard requiring immediate removal, as determined by the officer, that officer may use the Match procedure for eligible Tow Trucks already on the scene without making a call. If the scene is secure when the officer arrives, a standard (15) fifteen minute general call will be dispatched before conducting a Match.
- f. Only Tow Truck Operators possessing a current, valid ID Card, and using Tow Trucks with a current, valid Tow Truck Permit and Chip, will be allowed to participate in a Match.
- g. Any Tow Truck Operator or Towing Company that interferes with the loading of a Motor Vehicle by another Operator or Towing Company or retaliates against a Tow Truck Operator or Towing Company for participating in a Match and Non-Consent Tow commits a violation of these Rules.
- h. A Vehicle Owner or operator whose vehicle could be moved without Towing, may request that a passenger of the vehicle or another person be called to drive the vehicle to a location of the Vehicle Owner or operator's choice. The Law Enforcement Officer at the scene has discretion to determine whether the person designated has capacity to drive the vehicle, wait for that person designated or air a general call through dispatch. Once a call has been dispatched, the vehicle shall be Towed by use of a Tow Truck chosen through Match.

5 TOW TRUCK SLIP

Once a determination is made as to which Tow Truck Operator will perform the Tow, the Law Enforcement Officer on the scene will provide the Tow Truck Operator with duplicate copies of a Tow Truck Slip in a form designated by the Department. The Tow Truck Slip shall contain the following information:

- a. A complete description of the Motor Vehicle to be Towed, including the license plate number, the vehicle identification number and weight reported on vehicle registration and lading documents;
- b. Any visible damage to the inside or outside of the Motor Vehicle;

- c. Any personal property contained within the Motor Vehicle that is visible from outside the vehicle;
- d. Any visible missing parts or paraphernalia;
- e. The location from which the vehicle is being Towed;
- f. The time the Tow Truck Operator completes loading the vehicle;
- g. The reason the Motor Vehicle is being Towed;
- h. The designated Vehicle Storage Facility, or other location designated by the Vehicle Owner or Law Enforcement Agency, to which the Motor Vehicle is to be Towed;
- i. The State license plate number of the Tow Truck being used for the Tow;
- j. The signature and employee number or badge number of the Law Enforcement Officer authorizing the Tow;
- k. The signature of the Tow Truck Operator performing the Tow; and
- l. A brief description of Towing services performed at the scene, including whether back-up assistance was required for recovery of the vehicle.

The Tow Truck Operator signing the Tow Truck Slip shall be responsible to account for the Motor Vehicle from the time it is loaded until it is accepted by a permitted Vehicle Storage Facility or another location designated by the Vehicle Owner. The Tow Truck Operator shall provide the Vehicle Storage Facility or other location where the Motor Vehicle is taken with a copy of the Tow Truck Slip.

6 ADDITIONAL INFORMATION

Any additional information regarding storage lots, wrecker violations, etc should be handled by the Montgomery County Sheriff's Office at the contact below:

Montgomery County Sheriff's Office
Attn: Tow Truck Enforcement
#1 Criminal Justice Dr.
Conroe, Texas 77301

Phone: 936-760-5871
Fax: 936-538-7797
Tow Truck Info. No.:
936-760-5801

General Order	ISSUE DATE August 1, 2020	NO. 600-05
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: FOOT PURSUITS		

POLICY

Foot pursuits are inherently dangerous police actions. It is the policy of this department that officer and public safety shall be the primary consideration in determining whether a foot pursuit shall be initiated or continued. Officers shall consider the balance between protecting the safety of the public during police foot pursuits and the duty to enforce the law and immediately apprehend suspects.

Foot pursuits occur in a wide variety of dynamic and unpredictable circumstances that require officers to make quick and often immediate decisions to initiate or continue a pursuit. Therefore, this General Order is intended to provide general direction and guidance to officers when deciding to initiate, conduct, or continue such pursuits.

DEFINITIONS

Active Suspect Search. A dynamic situation in which an officer no longer has sight of a suspect and substitutes approved tactics for apprehension, such as establishing a perimeter, canine search, helicopter search, etc.

Evading Arrest or Detention. A person commits an offense if he intentionally flees from a person he knows is a peace officer attempting to lawfully arrest or detain him. (Texas Penal Code § 38.04(a))

Foot Pursuit. An incident in which an officer is actively chasing (on foot) a person who is evading arrest or detention. A foot pursuit may evolve into an active suspect search.

Perimeter Search. An active search for a suspect in which the suspect is contained within specified geographic borders.

1 GUIDELINES

Officers may initiate a foot pursuit of a person only when they have established the necessary reasonable suspicion or probable cause to detain or arrest the person. A person leaving a location due to the presence of police officers should not serve as the sole justification for a detention, arrest, or foot pursuit. Such actions on their own do not constitute the offense of evading arrest or detention. Officers must be able to articulate one or more additional factors, other than the mere flight of the person, to establish the reasonable suspicion or probable cause to detain or arrest the person.

To the extent possible, coordination of the foot pursuit should be assumed by the initiating officer unless circumstances dictate otherwise or until relieved by a supervisor. The officer initiating a foot pursuit should as soon as practical, provide the following information to the police dispatcher:

- a. Unit number
- b. Officer location and direction of pursuit
- c. Number and description of suspects
- d. Whether or not the suspect is armed
- e. Why the suspect is being pursued

In deciding whether or not to initiate or continue a pursuit an officer should consider the following alternatives to foot pursuit:

- a. Containment of the geographic area
- b. Saturation of the area with patrol personnel
- c. Canine availability for search
- d. Air support from additional agencies
- e. Apprehension at another time and place when the officer knows the identity of the subject or has other information that would likely allow for later apprehension.

Risk factors officers should consider when deciding to initiate or continue a foot pursuit include, but are not limited to:

- a. Whether the officer is acting alone or without immediate back-up
- b. Communications availability
- c. Officer fitness level
- d. Environmental conditions such as weather and lighting
- e. Whether the suspect is armed
- f. If multiple suspects are involved
- g. Officer's familiarity with the area

2 TACTICAL CONSIDERATIONS

Generally, the primary (initiating) officer should not try to overtake a fleeing suspect but shall keep him in sight until sufficient back-up is available to apprehend the suspect.

Officers in a foot pursuit should:

- a. Stop, Look, and Listen if the officers lose sight of the suspect.
- b. Avoid going over the same obstacles or barriers as the suspect.
- c. Utilize the "slicing the pie" technique when rounding corners or at the end of a fence.
- d. Use a "quick peek" to obtain a glimpse of what is on the other side of an obstacle or barrier.
- e. Be aware of hazards (dogs, swimming pools, clotheslines, etc.).

Officers should move to active suspect search mode if the suspect is no longer in sight. The primary officer, if possible, should immediately coordinate, directly or indirectly, through the dispatcher and with secondary officers to establish a perimeter in the geographic area to contain the suspect. Pursuing officers are reminded that voice transmissions while running and in other field tactical situations may be difficult to understand and may require repetition.

Assisting officers should immediately attempt to contain the pursued suspect. Unless the primary officer needs immediate assistance, secondary or back-up officers should consider that a better strategy may be to set up a perimeter rather than respond to the primary officer's location.

Under most circumstances officers shall have their firearms holstered when involved in a running foot pursuit. Although circumstances may dictate that officers may need to pursue a suspect fleeing on foot with an un-holstered weapon, special caution should be given to running with a firearm in hand. When handling a firearm, officers should always follow indexing procedures by keeping the trigger finger outside of the trigger guard until the officer has made the conscious decision to fire the weapon. Officers must re-holster the weapon, if possible under the circumstances, before physically restraining a person.

When pursuing a suspect believed to have a firearm, rather than continuing with a foot pursuit, it may be a better course of action to move to a containment strategy or to active suspect search mode. Officers moving to a containment strategy or to active suspect search mode should consider available tactical options, such as cover and concealment. The decision to pursue an armed suspect for apprehension may be accomplished when the suspect is at a tactical disadvantage and an arrest can be accomplished with limited risk to officers or innocent persons.

3 RESTRICTIONS

An officer shall not engage in or continue a foot pursuit if the officer believes the danger to pursuing officers or the public outweighs the necessity for immediate apprehension. Unless there are exigent circumstances such as an immediate threat to the safety of pursuing officers or other persons, officers shall not engage in or continue a foot pursuit under any of the following conditions:

- a. If the suspect achieves tactical superiority by entering a building, structure, confined space, or wooded or otherwise isolated area. The primary officer shall notify the dispatcher, communicate his location and the location of the suspect, and await the arrival of back-up officers to establish a containment perimeter. The use of a police canine shall be considered.
- b. If the officer loses possession of his firearm, radio, or other essential equipment.
- c. If the suspect's identity is established or other information exists that allows for the suspect's probable apprehension at a later time and there is no immediate threat to the public or police officers. Officers should balance the possibility of losing evidence of a crime (e.g., narcotics, weapon used in a crime) with the safety of later apprehension.
- d. If the primary officer loses communication with the dispatcher or communication with backup officers is interrupted.
- e. If an officer or another person is injured during the pursuit and requires immediate assistance and there are no other police or medical personnel able to render assistance.
- f. If instructed to terminate by a supervisor.

When the pursuing officer terminates the pursuit the dispatcher shall be notified of the location and any assistance needed.

4 SUPERVISORY RESPONSIBILITIES

The designated supervisor shall terminate a foot pursuit at any time the supervisor concludes that the danger to pursuing officers or the public outweighs the necessity for immediate apprehension of the suspect.

The supervisor should take command and control of and coordinate the foot pursuit, if possible. Given the primary officer's need for communication, the use of radio air time may not be appropriate during a foot pursuit. As in any tactical incident, the supervisor does not have to be physically present to assert control over the situation. Once the foot pursuit has concluded, the designated supervisor should monitor the incident to determine if a supervisory response is needed.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-06
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: ASSISTANCE FROM OTHER AGENCIES		

POLICY

Due to its size and limited resources, the Splendora ISD Police Department will ask for assistance from other local and state law enforcement agencies as needed to complete the police mission.

1 GUIDELINES

Officers will complete all assignments, calls, and tasks given to them unless the assistance of another agency will provide the additional resources needed to effectively complete the police mission.

Specific calls where the assistance of another agency would be beneficial are:

- a. large accident scenes, including potential fatalities
- b. active shooters
- c. sexual assault calls
- d. radiological/biohazard calls
- e. mass gatherings
- f. kidnappings
- g. shooting/stabbing scene
- h. explosives scenes

The above list is not an all inclusive list.

If additional resources are needed a supervisor will be contacted to request the additional resources from another agency. The Chief of Police will be notified in all cases where SISD PD personnel request additional resources from another agency.

General Order	ISSUE DATE August 1, 2020	NO. 600-07
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: USE OF FORCE		

POLICY

The SISD Police Department places its highest value on the life and safety of its employees and members of the community. Employees are authorized by law to use force to protect themselves or others, to effect an arrest, or to maintain custody of those arrested. When dealing with students, staff, members of the community, suspects, or prisoners, employees must use only the amount of force reasonably necessary to protect themselves or others, to effect an arrest, or to bring an incident under control, even if under the circumstances the law would allow the use of greater force.

DEFINITIONS

Bodily Injury. An injury causing physical pain, illness, or any impairment of the function of any bodily member or organ.

Deadly Force. Force intended or known to cause or in the manner of its use or intended use is capable of causing death or serious bodily injury.

Discharge of a Conducted Energy Device (CED). For purposes of this General Order, the firing of a CED, whether intentional or accidental unless specified otherwise. This term includes using a CED in a drive stun manner.

Firearm. For purposes of this General Order, any handgun, rifle, or shotgun (not including soft-impact weapon).

Force. Force is meant to describe actions taken to compel a person to comply with law enforcement objectives. See also the definition of reportable force and section 3 of this General Order.

Intermediate Weapons. Within the context of this General Order, intermediate weapons include:

- a. Baton
- b. Oleoresin capicum (OC) spray
- c. Conducted energy device (CED) (e.g., stun gun or TASER)

Involved Officer. An officer (regardless of rank) who used reportable force.

On-Duty Supervisor. For purposes of this General Order, an on-duty supervisor is one that is on duty and who did not use reportable force.

Reportable Force (RF). Reportable force (RF) is force that requires specific notification and documentation of the RF incident. See section 3 of this General Order, which describes RF.

Serious Bodily Injury. An injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

1 GENERAL USE OF FORCE PRINCIPLES

Use of force must be objectively reasonable based on the totality of the circumstances. The circumstances justifying the initial use of force may change during the course of an event. It is the duty of all employees to constantly assess the situation and adjust the use of force accordingly. Employees who use force against any person must detail the specific reasons for using such force.

Officers shall not display any intermediate weapon or firearm in an unprofessional or unsafe manner. Anytime an employee uses reportable force, whether on duty, off duty, or at extra employment, a supervisor must be notified as set forth herein.

2 DUTY TO INTERVENE

Any employee present and observing another employee using force that is beyond that which is reasonable under the circumstances shall, when in a position to do so, safely intercede to prevent the use of such force. Employees shall immediately report these observations to an on-duty supervisor.

3 REPORTABLE FORCE

Reportable force (RF) does not include mere police presence, including the presence of a K-9, verbal commands, handcuffing, or escorting without resistance, or when an OC device is pointed at a person.

Reportable force includes, but is not limited to, the use of any of the following:

a. Empty hand tactics (e.g., grabbing, pushing, pressure points, forcing arms behind back, taking suspect to the ground, leg sweeps)

b. Baton when a person is struck

c. OC spray when anyone of the following occurs:

1. Intentionally sprayed in the direction of a person whether contact is made or not
2. Accidentally sprayed and there is contact with a person.

d. Conducted energy device when anyone of the following occurs:

1. It is pointed at a person
2. Intentionally discharged and directed at a person whether contact is made or not
3. Accidentally discharged and a person is struck

e. Firearm when anyone of the following occurs:

1. Intentionally discharged
2. Accidentally discharged and it results in bodily injury to any person

f. Interlocking

4 INTERMEDIATE WEAPONS

Before carrying or using any intermediate weapon, an officer must be currently certified with the intermediate weapon. Intermediate weapons shall be carried or used as issued or authorized by the department. No changes, alterations, or modifications are permitted. It is within the officer's discretion to determine when the use of an intermediate weapon is necessary and which intermediate weapon is appropriate for the situation.

Batons

Unless deadly force is warranted, baton strikes shall be made only to areas of the body below the shoulders and only with the degree of force necessary to counter resistance or establish control of the suspect. Additionally, there are circumstances that occur in which flashlights may also be used as batons. Strikes made with flashlights must be made in accordance with the same guidelines as those made with batons.

OC Spray

The department does not furnish officers with OC spray or related equipment. However, once certified for on-duty use, officers are authorized to carry OC spray and related equipment approved by the Chief of Police. Uniformed officers carrying OC shall store the canisters on their duty belts in an appropriate case.

Conducted Energy Devices (CED)

For detailed information on the policies and procedures regarding CEDs, see General Order 400-10, Conducted Energy Devices.

5 USE OF DEADLY FORCE

The use of deadly force shall be limited to those circumstances in which officers reasonably believe it is necessary to protect themselves or others from the imminent threat of serious bodily injury or death. Officers shall consider their immediate surroundings and the safety of uninvolved persons before using deadly force.

Officers shall not justify the use of deadly force by intentionally placing themselves in imminent danger.

Officers are prohibited from using firearms in the following ways:

- a. Firing warning shots
- b. Firing at fleeing suspects who do not represent an imminent threat to the life of the officer or another person
- c. Firing at suspects whose actions are a threat to only themselves (e.g., attempted suicide)

Moving or Fleeing Vehicle

Officers must be mindful that it is very unlikely that a firearm will disable or stop a vehicle. Furthermore, disabling the driver of a moving vehicle creates unpredictable circumstances that may cause the vehicle to crash or injure other officers or uninvolved persons. Persons who may be in the vehicle or in the area who pose no threat are also placed at risk when an officer discharges a firearm at an approaching vehicle.

When confronted with a potential suspect in a moving vehicle, officers must be mindful of any available cover and concealment. Moving to a position of tactical advantage maximizes officer safety and minimizes the need to use deadly force.

Accordingly, officers shall not discharge a firearm at a moving vehicle unless a person in the vehicle is immediately threatening the officer or any other person with serious bodily injury or death by means other than the vehicle itself. An officer in the path of an approaching vehicle shall attempt to move to a position of safety rather than discharging a firearm at the vehicle or any of the vehicle's occupants.

In the rare and exigent circumstance, as viewed from the perspective of a reasonable officer, where the vehicle is being used as a deadly weapon with the apparent intent to immediately inflict or cause serious bodily injury or death, the use of deadly force would be authorized.

Also, officers shall not discharge a firearm from a moving vehicle.

6 PROPER UTILIZATION OF INTERMEDIATE WEAPONS AND FIREARMS

Unless an officer has a reasonable belief there is an imminent threat of serious bodily injury or death to the officer or another person, the officer shall not use weapons for which the officer has not received requisite training or provide weapons to others to use when such persons have not received requisite training.

7 OTHER GENERAL ORDERS

The policies in this General Order do not negate further requirements contained in other General Orders such as:

- b. 400-10, Conducted Energy Devices
- c. 200-07, Emergency Management
- d. 200-02, Investigation of Employee Misconduct
- e. 800-03, Criteria for Submitting Incident Reports

Employees shall refer to other applicable General Orders to ensure compliance with additional, requisite procedures.

8 ON DUTY SUPERVISOR RESPONSE REQUIRED

Upon notification of an RF incident, the on duty supervisor shall respond and proceed immediately to the scene unless one of the exceptions delineated below applies. However, an on-duty supervisor is always required to respond when interlocking is used in accordance with General Order 500-01, Effecting Arrests and Searches.

An on-duty supervisor is not required to respond to the scene in the following circumstances

a. Pointing/Empty Hand Exception. This is when RF solely involves an officer:

- 1. Pointing a CED at a single person or multiple persons and/or
- 2. Using empty hand tactics and all of the following apply:
 - a) There is no visible injury
 - b) The person does not lose consciousness
 - c) The person does not complain of any bodily injury

9 NOTIFICATION OF REPORTABLE FORCE

Anytime an involved officer uses reportable force (RF) whether on duty or off duty including during extra employment, a supervisor shall be notified as set forth below. Also, see section 10 for RF documentation requirements.

Involved Officer's Responsibilities**Requesting Medical Personnel:**

Anytime an involved officer uses RF, whether on duty or off duty including during extra employment, the involved officer shall immediately request medical personnel to the scene when any of the following occurs:

- a. A person sustains any bodily injury from the discharge of a firearm
- b. A person sustains serious bodily injury
- c. A person is sprayed with OC
- d. A person is darted by a CED in the head, neck, groin area, or breast (male or female) or the person sustains physical trauma indirectly associated with the CED use (e.g., injuries from falls)
- e. As otherwise needed

If the involved officer is unable to request medical personnel as set forth above, the most senior officer at the scene shall make the request.

On Duty:

If an RF occurs when the involved officer is on duty, the involved officer shall immediately notify an on-duty supervisor. The involved officer shall choose the best method of requesting an on-duty supervisor to respond to the scene (e.g., via the dispatcher, radio, mobile computing device [MCD]). If the involved officer is unable to make immediate notification to an on-duty supervisor, the most senior officer at the scene shall make such notification.

Off Duty Including Extra Employment:

If the RF occurs when the involved officer is off duty including extra employment, the involved officer shall immediately do both of the following:

- f. Contact the law enforcement agency having jurisdiction
- g. Notify a supervisor

Supervisor's Responsibilities

The supervisor who responds to the scene shall first check to see if anyone is injured and shall ensure the injured are treated. The supervisor shall immediately contact the Chief of Police when anyone of the following occurs:

- a. A firearm is discharged
- b. A CED is discharged
- c. A person sustains serious bodily injury

In addition to the notification requirements set forth above, anytime the on-scene investigation reveals violations of department policy regarding the use of force, the supervisor shall contact Internal Affairs or the Chief of Police.

Notification to Montgomery County Sheriff's Office and Chief of Police:

The supervisor shall immediately notify the Montgomery County Sheriff's Office and the Chief of Police of SISD PD of an RF incident when any one of the following occurs:

- a. A firearm is either of the following:
 - 1. Intentionally discharged
 - 2. Accidentally discharged and it results in bodily injury to any person.
- b. A person sustains serious bodily injury

10 DOCUMENTATION OF REPORTABLE FORCE**Involved Officer's Responsibilities****Required Documentation:**

Each involved officer that uses RF shall do all of the following:

- a. Complete an original or supplement incident report, as applicable
- b. Complete the Use of Force form
- c. Thoroughly document the suspect's actions and the officer's response (See also "Details Within the Incident Report" later in this subsection).

The documentation requirements include when the involved officer uses RF while on duty or off duty including during extra employment.

Pointed CED Exception to Completing an Incident Report and Use of Force Form:

When the RF solely involves pointing a CED at a single person or multiple persons and there are multiple involved officers on the same call, the RF that involves pointing a CED at a single person or multiple persons may be documented in one incident report and one Use of Force form by the primary officer or one of the involved officers .

Details Within the Incident Report:

In addition to the below specifications, involved officers shall also comply with all applicable documentation requirements contained in General Orders 400-10, Conducted Energy Devices and 600-08, Firearm Discharges.

Incident reports involving RF shall contain the following information:

d. The name and employee numbers of:

1. All employees on the scene at any time during the use of force incident.
2. The on-duty supervisor who responded to the RF incident or the on-duty supervisor who was notified when an on-scene response is not required.
3. The supervisor in the lockup or detention facility where the prisoner was booked.

e. The unit number of responding medical personnel, if applicable.

f. The employee's specific reasons for using force. The documentation shall thoroughly explain what force was used and why it was used. This shall include a detailed description of all actions taken by the officer and by the person against whom the force was used. When describing the suspect's actions, the report shall not be simplified to conclusory statements (e.g., the suspect was acting crazy, resisting, combative, making a furtive gesture). Rather, a detailed description of the suspect's specific action(s) that led to the amount of force used shall be included (e.g., the suspect was punching, kicking, pushing, twisting/pulling away).

g. The part of the person's body receiving the strike, hit, spray, or injury.

h. Location on the person's body of any known injury, even if the injury was not obtained as part of the incident.

i. Any other pertinent information related to any offense committed.

In an event that necessitates the use of force by more than one officer on a single suspect, each officer who used force shall write his own supplement report to the primary officer's original incident report.

The supplement report shall include, but is not limited to:

- j. The specific reason(s) for using force as described directly above in item "f."
- k. The part of the person's body receiving the force.

Supervisor's Responsibilities

When an On-Scene Response is Required:

When an on-duty supervisor is notified and required to respond to an RF incident as provided herein, the on-duty supervisor shall do all of the following:

- a. Review each involved officer's incident and/or supplement report
- b. Review all applicable Use of Force form(s)
- c. Complete a supplement to the original incident report

When an On-Scene Response is Not Required:

If an on-duty supervisor is not required to make the scene of an RF incident as specifically provided in this General Order yet an on-duty supervisor does respond to the scene, the on-duty supervisor is not required to complete a supplement to the original incident report.

Details Within the Supplemental Incident Report:

Supervisor's supplements shall include, but are not limited to, whether or not the suspect has sustained any visible injuries, the identity of such injuries, injuries complained of by the suspect that are not visible, and whether or not the suspect refused medical transport.

In addition to the above specifications, supervisors shall also comply with further documentation requirements contained in General Orders 400-10, Conducted Energy Devices and 600-08, Firearm Discharges.

11 JAIL BOOKING

Officers shall notify an on-duty jail supervisor before booking a prisoner who has been injured, struck, hit, or sprayed by any weapon or other form of force causing bodily injury. Such prisoners shall not be booked into any jail facility unless approved by that supervisor.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-08
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: FIREARM DISCHARGES		

POLICY

All firearm discharges by an officer other than for training or lawful recreational purposes shall be immediately reported and investigated as set forth herein. Whenever an officer discharges a firearm and causes bodily injury, serious bodily injury, or death to a person, the department shall ensure the appropriate report is completed and submitted to the Texas Attorney General's Office and to other entities in accordance with state law.

DEFINITIONS

Bodily Injury. An injury causing physical pain, illness, or any impairment of the function of any bodily member or organ.

Firearm. Any handgun, rifle, or shotgun (not including soft-impact weapon).

Serious Bodily Injury (SBI). An injury that creates a substantial risk of death or that causes death, serious permanent disfiguration, or protracted loss or impairment of the function of any bodily member or organ

1 REQUESTING MEDICAL PERSONNEL AND PROVIDING FIRST AID

Anytime an officer discharges a firearm and a person sustains bodily injury or serious bodily injury (SBI) the officer shall immediately request medical personnel to the scene.

If the officer who discharged the firearm is unable to perform this task, the most senior officer at the scene shall make the request.

While awaiting emergency medical services, officers shall provide first aid to their level of training without any unreasonable delay, taking into consideration that the first priority of all officers is scene safety. Mitigating any potential threats prior to providing first aid shall remain the most important task, because once treatment begins, officers may quickly lose any tactical advantage due to the fact they will be kneeling or crouched and/or have their attention diverted during the assessment and rendering of first aid.

2 DISCHARGES REQUIRING AN ON SCENE RESPONSE

See General Order 600-07, Use of Force, for information regarding discharges requiring notification to Montgomery County Sheriff's Office.

3 DISCHARGES REQUIRING ONLY AN INVESTIGATION AND A REPORT BY AN ON DUTY SUPERVISOR

An on-duty supervisor shall be dispatched to the scene to conduct an investigation and complete a supplemental or original incident report whenever any of the following incidents occur.

a. An officer unintentionally discharges a firearm and it does not result in any bodily injury or SBI to any person.

b. An officer discharges a firearm toward an animal or shoots an animal and it does not result in any bodily injury or SBI to any person.

If any of the preceding scenarios occur, and the supervisor feels that it would be better served to have Montgomery County Sheriff's Office work the scene a request will be made for their assistance.

Officer's Responsibilities

The officer who discharged the firearm as described above shall do the following:

a. Immediately request medical personnel if any person sustains injury.

b. Immediately notify an on-duty supervisor choosing the best method of requesting an on-duty supervisor to respond to the scene (e.g., via the dispatcher, radio, mobile computing device [MCD]).

c. Complete a supplemental or original incident report, as applicable. The report shall document the original call for service; the names, unit numbers of all employees present when the discharge occurred; and the circumstances surrounding the firearm discharge.

d. Follow any applicable procedures in General Order 600-07, Use of Force.

On-Scene Supervisor's Responsibilities

Upon receiving notification, the on-duty supervisor shall do the following:

a. Respond and proceed immediately to the scene.

b. Immediately contact the Chief of Police and advise or update them of the circumstances surrounding the discharge of firearm incident.

c. Ensure injured persons are treated.

d. Collect and submit all evidence related to the firearm discharge incident in accordance with General Orders 700-01, Property and Evidence Control Regulations and 600-07, Use of Force.

- e. Any additional information needed from the Montgomery County Sheriff's Office that they request.
- f. Complete an original or supplemental incident report, as applicable.
- g. Follow any applicable procedures in General Order 600-07, Use of Force.

4 ADDITIONAL REQUIREMENTS

Officer's Documentation Requirements

Officers who discharge a firearm (intentionally or unintentionally) shall request a copy of any report generated by the law enforcement agency having jurisdiction over the incident and forward it through the chain of command to the Chief of Police. The correspondence shall fully explain the firearm discharge incident. If the law enforcement agency having jurisdiction refuses to provide the officer with a copy of the report, the officer shall document this information in the correspondence.

If no report is generated by the law enforcement agency having jurisdiction, the officer shall generate correspondence fully explaining the firearm discharge incident and send it through the chain of command to the Chief of Police.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-09
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: PRELIMINARY AND FOLLOW-UP INVESTIGATIONS		

POLICY

The SISD Police Department shall establish guidelines for officers conducting preliminary investigations and for the disposition of follow-up investigations in order to provide efficient police services.

1 PRELIMINARY INVESTIGATIONS

It shall be the responsibility of the officer who was dispatched or who viewed an incident requiring police service to conduct the preliminary investigation. When an officer who is not assigned to a position responsible for answering calls for service views or is made aware of a crime, the officer shall contact the appropriate unit to handle the scene and contact any medical personnel if needed. If a conflict arises in determining which officer shall conduct the preliminary investigation, a patrol supervisor shall make the determination. The investigation shall include, but not be limited to, the following:

- a. Ensure that any injured persons receive proper medical attention.
- b. Observe and make note of all conditions, events, and remarks.
- c. Establish whether a crime has been committed. When appropriate, consult with the district attorney's office of the concerned county.
- d. Secure the crime scene and protect evidence.
- e. Locate and identify witnesses.
- f. Interview the complainant(s) and witnesses. The use of a body worn camera to record statements is preferred.
- g. Determine how the crime was committed.
- h. Collect or arrange for collection of evidence.
- i. In family violence cases, assaults, or any incident involving an injury, take photographs and/or video depicting the crime scene and the victim's injuries. If a camera is not available, all injuries shall be thoroughly described in an incident report.
- j. Effect an arrest if appropriate and possible.

k. Complete all appropriate reports, documenting the incident fully and accurately.

With serious crimes such as homicides, aggravated assaults, or kidnappings, the Montgomery County Sheriff's Office shall take charge of the investigation.

2 FOLLOW-UP INVESTIGATIONS

When immediate follow-up investigation provides a high probability the suspect can be arrested, the investigation may be continued by the patrol officer.

If the crime committed does require an extensive follow-up investigation, then the case can be referred to the appropriate investigative division of the Montgomery County Sheriff's Office. The investigative division shall assume responsibility for all additional follow-up investigations on the case.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-10
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: HIGH-RISK VEHICLE APPROACHES		

POLICY

Officers shall have a back-up unit before attempting a high-risk vehicle stop or attempting the arrest of high-risk suspects who refuse to exit a vehicle. A supervisor shall make the scene of all high-risk traffic stops.

Before approaching any vehicle considered high risk, officers shall first attempt to establish verbal communications with suspects. Officers shall maintain a position of advantage during this attempt while also remaining mindful of potential crossfire situations. A high-risk suspect's actions, along with the occupants' actions, age, and physical limitations, shall dictate any further course of action for officers on the scene based on this and all related General Orders.

1 BACKGROUND

The department has identified three vehicle approach situations posing a high risk:

- a. Attempting apprehension of armed or possibly armed suspects.
- b. Attempting apprehension subsequent to a fresh pursuit when some or all of the occupants remain inside the vehicle.
- c. Attempting apprehension subsequent to a fresh pursuit when the suspect has exited the vehicle but remains in close proximity to the vehicle.

Armed suspects in a vehicle have a superior tactical position with respect to officers attempting an approach. In addition, an approaching officer's line of sight may be disrupted by window tinting or the vehicle itself. The inability to view the occupants of a vehicle poses an extreme hazard to approaching officers as well as vehicle occupants.

Additionally, when a potentially armed suspect has exited a vehicle but remains in close proximity to the vehicle, the suspect poses a Substantial risk of reentering the vehicle or utilizing the vehicle to gain a tactical advantage, thereby placing the officer in a compromised and potentially dangerous situation.

2 HIGH-RISK VEHICLE APPROACHES

High-risk vehicle approach situations are when suspects in a vehicle are being confronted by officers and any of the following apply:

- a. Suspects are believed to possess deadly weapons.
- b. Suspects are believed to have been involved in criminal activity involving the use of deadly weapons.
- c. Suspects have engaged officers in fresh pursuit as defined by General Order 600-03, Motor Vehicle Pursuits.

It is not necessary for the suspects to remain in a vehicle to be considered a high-risk vehicle approach situation (see section 1 item (c)).

3 PROCEDURES

In the above situations officers shall adhere to the following guidelines after the vehicle has stopped:

- a. Attempt to establish verbal communications with suspects while maintaining a position of advantage.
- b. If verbal communications can be established, have the suspects exit the vehicle one at a time.
- c. Each suspect shall be secured before others are made to exit the suspect vehicle.
- d. If a suspect flees from the vehicle, officers shall use their discretion in making an apprehension in accordance with existing department procedures. See General Order 600-05, Foot Pursuits.
- e. If a suspect flees in the vehicle, officers shall adhere to the guidelines set forth in General Orders 600-07, Response to Resistance and 600-03, Motor Vehicle Pursuits.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-11
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: GANG CRIMES		

POLICY

Gang crimes shall be given high investigative and intelligence priority. All gang related crime, activities, and documentation should be reported and coordinated through either Montgomery County Sheriff's Office or DPS.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-12
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
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, or public officials will be assigned to the respective county sheriff’s office in which the threatened person or event is located.

Any employee aware of a threat as outlined above shall immediately notify the Chief of Police. An incident report shall be completed for all such incidents.

1 DUTIES AND RESPONSIBILITIES

Employees

Employees shall notify the Chief of Police if they receive a direct threat against any employee, immediate family member of an employee, or public official.

If applicable, officers shall remain on the scene and provide protection to public officials and/or employees until advised otherwise by the Chief of Police. 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 Chief of Police through a Significant Event notification.
- b. Ensure an incident report is completed.

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, or a public official, that employee shall immediately notify the Chief of Police through a Significant Event notification.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-13
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: WEAPONS OF MASS DESTRUCTION		

POLICY

All chemical, biological, radiological, nuclear, or explosive (CBRNE) incidents, real or hoax, shall be treated as significant events. The Montgomery County Sheriff's Office as well as the City of Splendora Police will be notified immediately.

Specific procedures on response and responsibilities will be coordinated through the two agencies listed above.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	600-14
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: RACIAL PROFILING PROHIBITED		

POLICY

This General Order establishes the Police Department's policy against the practice of racial profiling as set out in state and federal laws concerning racial profiling and discriminatory practices. Discrimination in any form, including racial profiling, is strictly prohibited and the department shall take immediate and appropriate action to investigate allegations of discrimination.

DEFINITIONS

Bodily Injury. For the purpose of this General Order, physical pain, illness, or any impairment of physical condition.

Criminal Profile. A profile (not to include race) based on collective experience that groups characteristics commonly observed in relation to a particular type of criminal activity (e.g., drug courier, drug transactions).

Motor Vehicle. For the purpose of this General Order, a vehicle with a motor.

Motor Vehicle Stop. An occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance, or for another investigative purpose and the stop results in the detention of the driver or passenger. For example, a detention of one or more persons sitting in an automobile parked in a parking lot would not be a motor vehicle stop unless the vehicle was clearly in operation.

Race or Ethnicity. A person's particular descent, including Asian or Pacific Islander, Black, Hispanic or Latino, Alaska native or American Indian, or White.

Racial Profiling. Any law enforcement-initiated action based solely on an individual's race, ethnicity, or national origin rather than on the individual's behavior or information identifying the individual as having engaged in criminal activity.

Suspect Description. Information commonly reported by a complainant or witness at or near the time of a criminal offense that includes, but is not limited to: gender, race, physical attributes (height, weight, hair, facial hair, etc.), clothing description, involved vehicle, location, and direction of travel.

1 SCOPE

Racial profiling pertains to any law enforcement-initiated action based on an individual's race, ethnicity, or national origin. The policy against racial profiling does not preclude the use of race, ethnicity, or national origin as factors in a detention decision. Race, ethnicity, or national origin may be legitimate factors in a detention decision when used as part of the description of a specific suspect for whom an officer is searching.

Examples of racial profiling include, but are not limited to, the following:

- a. Initiating a motor vehicle stop on a particular vehicle because of the race, ethnicity, or national origin of the driver of the vehicle.
- b. Stopping or detaining the driver of a vehicle based on the determination that a person of that race, ethnicity, or national origin is unlikely to own or possess that specific make or model of vehicle.
- c. Stopping or detaining an individual based on the determination that a person of that race, ethnicity, or national origin does not belong in a specific part of town or a specific place.
- d. Allowing race to enter into a criminal profile in which the characteristic activities being observed are likely to be conducted regardless of race.

For example, characteristics often associated with a drug courier (short trips to and from areas of high drug activity, tickets paid for in cash, nervous/furtive surveillance of surrounding areas, etc.) do not depend on a person's race.

- e. Allowing a suspect's race, given as part of a suspect description, to play an overly broad role in developing reasonable suspicion to support the detention of a person. The person detained should generally fit the totality of the description provided (i.e., a description that contains a particular race and gender shall not necessarily support detaining all persons of that race and gender).

Further, race and gender should serve to exclude persons from detention when appropriate. For example, if the suspect description includes a particular vehicle being occupied by persons of a particular gender and race, officers should not detain a vehicle matching the described vehicle if the officer can determine that the occupants do not match the race and gender description prior to stopping the vehicle.

The term racial profiling is not relevant as it pertains to witnesses, complainants, or other citizen Contacts.

2 DATA COLLECTION OF MOTOR VEHICLE STOPS

The Code of Criminal Procedure (CCP), Articles 2.132 and 2.133, mandate the collection of specified data for motor vehicle stops conducted by peace officers. The CCP delegates the

responsibility to collect such data for all law enforcement agencies in the state of Texas to the Texas Commission on Law Enforcement (TCOLE).

Exempt - Agencies that do not routinely make motor vehicle stops should fill out the 1 page online exempt status form. The exempt status report contains agency general public contact information for questions about its racial profiling filing status. Some agencies are not required to file annual reports.

Upon conducting a motor vehicle stop, officers shall collect all of the following information on the driver of the motor vehicle and any other person who is searched, arrested, or issued a citation as a result of the stop:

a. A physical description of the person, including:

1. The person's gender; and
2. The person's race or ethnicity as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability.

b. Whether the officer knew the race or ethnicity of the individual detained before detaining that individual.

c. The initial reason for the stop.

d. Whether the officer conducted a search as a result of the stop

e. The reason for the search, including whether:

1. The person detained consented to the search.
2. Any contraband or other evidence was in plain view.
3. Any probable cause or reasonable suspicion existed to perform the search.
4. The search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle.

f. Whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence.

g. Whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant, and a statement of the offense charged.

h. The street address or approximate location of the stop.

- i. Whether the officer issued a citation as a result of the stop.
- j. Whether the officer used physical force that resulted in bodily injury during the stop.

Who Must be Documented

Officers shall document the driver of every motor vehicle stopped by collecting the required collected data currently on the daily workcard. Additionally, any passenger who becomes a part of the stop through arrest, search, or ticketing shall be documented. For example, an officer stops a vehicle with numerous occupants for running a red light. The violation observed is for the driver and, unless the officer expands the stop to include the passengers, only the driver would be documented.

Stop Dispositions: Arrests and Tickets

An arrest means the subject was taken into custody to be placed in jail or transferred to another agency. Citations shall be documented as Ticketed and not as Arrested. In those specific cases in which a person involved in a stop has been arrested and issued a citation, the disposition Arrested and Ticketed shall be used.

Occupant Type

An occupant is either a driver or a passenger.

3 DATA REPORTING

Data collected from motor vehicle stops pursuant to this General Order shall be compiled, analyzed, and placed in a report format by the Chief of Police. The report shall be completed in such a time frame that it shall be reviewed by the Chief of Police. and forwarded to TCOLE prior to March 1st following the calendar year in which the data is collected.

The annual reports compiled pursuant to this section of the General Order shall not include identifying information about a peace officer making a motor vehicle stop or about an individual who is stopped or arrested by a peace officer.

4 COMPLAINT PROCESS

The department shall accept complaints from any person who believes he or she has been stopped, searched, or inappropriately ticketed or arrested based on racial profiling.

No person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because he or she filed such a complaint.

Employees and supervisors shall report any racial profiling practice they observe. When individuals want to file a complaint that alleges racial profiling, all department employees shall follow the procedures set forth in General Order 200-02, Investigation of Employee Misconduct.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 5, 2020	600-15
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: POLICE OFFICERS AND STUDENT DISCIPLINE		

POLICY

Texas Education Code 37.081(d2) governs the actions of school police officers regarding student discipline.

GENERAL PROCEDURES

A school district may not assign or require as duties of a school district police officer routine student discipline or contact with students unrelated to the law enforcement duties of the peace officer, resource officer, or security personnel.

Officers will not participate in any decisions regarding student discipline.

General Order	ISSUE DATE August 1, 2020	NO. 700-01
Splendora ISD Police Department	REVISED DATE March 1, 2021	
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: PROPERTY AND EVIDENCE CONTROL		

POLICY

Department regulations and local, state, and federal laws shall govern the maintenance, storage, and disposition of all property, whether it is of a probative nature or not, that comes into the custody of the Splendora ISD Police Department.

GENERAL PROCEDURES

All property is tagged in the City of Splendora Police Department. All policies and procedures, regarding tagged property and retrieval, will be followed and adhered to in reference to the guidelines of the City of Splendora Police Department.

DESTRUCTION ORDERS

Once destruction orders are received they will be updated in the offense report system. The case number will be written on the original destruction order and placed in a secure file by case number.

Splendora PD will be provided a copy of the final destruction order since the potential evidence is stored in their property/evidence room.

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	800-01
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: MEDIA RELATIONS		

POLICY

All employees of the Splendora ISD Police Department shall be open, fair, and honest with the media in accordance with the rules of the department and the laws of the county, state, and federal governments.

INTRODUCTION

Media requests for information, including interviews, shall be handled as follows:

- a. Department employees shall refrain from making public statements about departmental policy or initiatives unless the statements have been approved by the Chief of Police (in coordination with the District administration). The department recognizes, however, that each employee has constitutional rights with regard to free speech and respects each employee's right to express personal opinions.
- b. In emergency or scene-related situations, officers shall provide the media with information regarding the scene or event in a timely manner. The District's Communications Unit shall be notified of this release of information as soon as possible after the information has been released. Examples of such situations include: shootings, robberies, crashes, disasters, etc. Notification to the Communications Unit can be made by telephone at 281-689-4001. If the office is closed, the notification shall be left on the telephone recorder.
- c. In follow-up or other non-emergency situations, department employees receiving media inquiries shall first coordinate the release of this type of information by calling the Communications Unit. Employees shall talk to communications personnel who shall assist in handling the media request prior to the response. When it is impractical to contact the Communications Unit prior to the release of information, department employees shall do so as soon as possible after the release of information is made.
- d. When an officer is involved in a shooting, discharge of a firearm, or injury, or any other significant incident, the media release shall be handled by the Communications Unit or Chief of Police (in coordination with the District administration).

1 MEDIA ACCESS THROUGH POLICE LINES

The department appreciates the media's right to have access to certain information concerning noteworthy events. The department also recognizes that its primary missions are investigating criminal acts and taking action at the scene of emergencies. It is therefore necessary for the

department to place certain constraints on non police personnel in order to conduct a successful police action.

Officers shall adhere to the following guidelines when dealing with the media at crime scenes and at other police emergencies:

a. The first officers to arrive at a crime scene or other police event shall quickly establish a tight perimeter around the immediate crime scene. Only police and emergency personnel necessary for the on-scene investigation and operation shall be allowed inside this perimeter.

b. Department employees are expected to assist members of the media by providing accurate information and allowing passage through police lines when it does not jeopardize public safety or compromise a criminal investigation.

c. If Communications personnel are needed to assist in the dissemination of information to the media at crime scenes or police events, the Chief of Police shall be contacted and advised to have communications personnel respond to the scene.

2 POLICE AND MEDIA RELATIONS

Officers shall permit media representatives to question witnesses, complainants, or suspects only after such persons have been questioned by the police. Employees shall not arrange interviews of persons under arrest. (Note: Media representatives who attempt to interview an arrested person while that person is being walked from a scene of the arrest should not be viewed as interfering.)

No details of an internal investigation shall be given to the media until the case has been concluded, and then only with the approval of the Chief of Police (in coordination with the District administration).

When an employee is unsure if a person requesting information is in fact a representative of the media, the employee shall direct the person to contact the Communications Department about a specific incident exceeds the ability of an officer to answer the inquiries, or when an answer to such requests would compromise the success of an investigation or operation, a supervisor shall contact the Communications Department, brief them about the incident, and ask the Communications Department to handle calls on the matter. All future media calls shall then be referred to the Communications Department.

3 CONFIDENTIALITY OF INFORMATION

No employee shall release confidential information contained in any database without proper authority. Items deemed to be confidential are employee numbers, home addresses, home and cell telephone numbers, and absences.

Officers' home addresses and home and cell telephone numbers shall not be placed on forms such as offense reports and accident reports.

If personal information about an officer is required on such forms, the following information shall be used:

- a. Name (officer's initials and last name)
- b. Address (26175 FM 2090)
- c. Phone Number (officer's work phone number)

This policy applies regardless of the duty status of the officer at the time of an incident.

General Order	ISSUE DATE August 1, 2020	NO. 800-02
	REVISED DATE March 1, 2021	
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
	SUBJECT: CJIS COMPLIANCE	

POLICY

The Splendora ISD Police Department shall comply with state and federal criminal justice information services (CJIS) regulatory policies associated with the protection and access controls of criminal justice information (CJI) as defined in this General Order.

DEFINITIONS

CJIS Security Policy (CSP). A policy approved and published by the Federal Bureau of Investigation (FBI) that contains the minimum information security requirements, guidelines, and agreements for protecting the sources, generation, transmission, storage, and destruction of CJI.

Criminal History Record Information. A subset of CJI. Any notations or other written or electronic evidence of an arrest, detention, complaint, indictment, information, or other formal criminal charge relating to an identifiable person that includes identifying information regarding the individual as well as the disposition of any charges.

Criminal Justice Information (CJI). For the purposes of this General Order, criminal justice information (CJI) refers to any ,and all of the criminal justice data necessary for law enforcement agencies to perform their mission. Such data includes, but is not limited to, biometric, identity history, person, organization, property, and case/incident history data as well as criminal history record information.

Criminal Justice Information Services (CJIS) Division. The FBI division responsible for the collection, warehousing, and timely dissemination of relevant CJI to the FBI and to qualified law enforcement, criminal justice, civilian, academic, employment, and licensing agencies.

Personally Identifiable Information (PII). Information that can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information that is linked or linkable to a specific individual, such as date and place of birth or mother's maiden name.

1 DUTIES AND RESPONSIBILITIES

Supervisors

Supervisors must ensure their subordinates maintain CJIS compliance to access CJI by completing the annual Employee Integrity Program checks.

2 CJIS SECURITY POLICY

The FBI CJ/S Security Policy (CSP) contains the minimum information security requirements, guidelines, and agreements reflecting the will of law enforcement and criminal justice agencies for protecting the sources, generation, transmission, storage, and destruction of CJI.

The state adheres to the CSP and has the authority to implement more stringent security measures. SISD PD conforms to the state and federal CJIS security policies; however the Chief of Police has the authority to implement security measures in addition to those implemented by the state.

3 SECURING CRIMINAL JUSTICE INFORMATION

It is the responsibility of every employee to secure CJI in any form (digital, hardcopy, electronic, etc.) from being exposed to unauthorized personnel. Any CJI obtained or maintained by SISD PD including, but not limited to, education, financial transactions, medical history, or criminal or employment history may include personally identifiable information (PII). Criminal history record information, for example, inherently contains PII as would a Law Enforcement National Data Exchange (N-DEX) case file. PII shall be extracted from CJI for official business only.

Employees shall ensure no PII is contained within any email sent outside of SISD PD's computer network, unless contained within an attachment that is encrypted or password protected. The password shall be sent to the recipient in a separate email in order to protect the contents of the attached document.

Employees shall ensure physical and electronic media containing CJI is safeguarded at all times. If media containing CJI becomes inoperable or when it is no longer needed or required per department records retention policies, the media shall be destroyed by shredding or incineration. Employees shall ensure any disposal or destruction of CJI is witnessed or carried out by authorized personnel.

4 PHYSICAL ACCESS CONTROLS

Visitor Access

All facilities under the management control of SISD PD shall require visitors entering a *physically secure location* to check in at the main entrance to have their identity verified (e.g., by presenting government issued identification). Some buildings have designated public access areas to conduct business or services where *unescorted* visitor access is permitted (e.g., entry lobbies, common hallways, vending areas, lunch rooms, and waiting areas). However, once a visitor enters a *physically secure location* the visitor shall be *escorted* at all times by authorized personnel.

Non-SISD PD Law Enforcement Officers

Unless otherwise excluded, any United States law enforcement officer with a current identification issued from the concerned law enforcement agency is CJIS compliant. However,

these officers are subject to the building security policies of the concerned SISD-PD controlled area.

5 CJIS TRAINING

It is the responsibility of each employee to complete the minimum CJIS training as required by the department in order to access any state or federal criminal justice information system.

6 PENALTIES

Improper access, use, or dissemination of CJI may result in state and federal administrative sanctions against the employee and/or the department including, but not limited to, termination of services and state and federal criminal penalties. Employees may also be subject to departmental disciplinary action up to and including indefinite suspension.

General Order	ISSUE DATE August 1, 2020	NO. 800-03
Splendora ISD Police Department	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: CRITERIA FOR SUBMITTING INCIDENT REPORTS		

POLICY

Incident reports shall be completed when an officer views or becomes aware of any activity that may indicate the occurrence of a crime or becomes aware of a suspicious incident with a potential terrorism connection. Incident reports shall be completed and submitted for review prior to the end of each shift.

1 SITUATIONS THAT ALWAYS REQUIRE A POLICE REPORT

The following situations always require the creation and submission of an incident report:

- a. Felony or Class A or B misdemeanor.
- b. Family violence
- c. Hate crime
- d. Class C misdemeanor assault, trespassing, or trespassing on school property.
- e. Threat of or actual bodily injury sustained by a citizen, suspect, or a police employee.
- f. Tagged property, including video evidence.
- g. Death of a person.
- h. Stolen vehicle.
- i. Use of force by an employee,
- j. Display of any weapon necessitating a police response.
- k. Rejection of a prisoner by jail personnel for medical reasons.
- l. Any incident involving a person suspected of mental illness. If a mentally ill citizen has been handled more than once in any given calendar year for emergency detention and an original report exists, officers may supplement the original report.

m. Lost firearms or explosives.

n. Lost, stolen, or damaged District property.

o. Trafficking of persons. When a person has been found and it is reported they were smuggled or trafficked, officers shall generate a report titled "Trafficking of Persons."

p. Any incident against school property or personnel

General Order	ISSUE DATE	NO.
Splendora ISD Police Department	August 1, 2020	800-04
	REFERENCE: Supersedes all prior conflicting Directives, General Orders, and Policies	
SUBJECT: POLICE RECORDS		

POLICY

Employees of the SISD Police Department shall communicate truthfully and openly with the public. Retention and disposal of Department records and dissemination of information contained therein shall be done in accordance with applicable laws, ordinances, and District policies.

1 OPEN RECORDS

All open records requests shall be submitted in writing to the District’s Communication Department. The Communications Department shall advise whether disclosure of the requested record is required or prohibited by law or whether an exception to disclosure is available to the department under the law.

If disclosure of the information is required or if an exception to disclosure will not be claimed by the department, the Communications Department shall gather the information and respond to the requestor.

If disclosure of the information is prohibited or the department will claim an exception to the disclosure, the Communications Department shall gather the information and follow the guidelines set forth in the Texas Public Information Act.

Requests from other law enforcement agencies or other governmental entities for statistics, policy and procedure material, survey participation, or information of a general nature, shall be sent directly to the Chief of Police.

2 RELEASE OF INFORMATION

Employees shall not release copies of an official police report or information obtained from any police report unless authorized by the Chief of Police or this General Order.

If not prohibited by law, employees authorized by their supervisor or assignment may release the following information if the release will not jeopardize an investigation, criminal prosecution, civil litigation in which the Splendora ISD is a party, or a pending or ongoing police mission.

- a. Suspect's name, alias, sex, race, address, occupation, and physical condition.

- b. Name of arresting officer.
- c. Date and time of arrest.
- d. Charge.
- e. Identification of the court in which charges have been filed.

Employees shall not release the following information:

- f. Incident report information (other than the public release front page).
- g. Suspect's personal history or arrest records to persons outside the department.
- h. The names of deceased persons until the next of kin have been officially notified.
- i. Information about the identity and description of criminal assault victims.

3 DISSEMINATION OF CRIMINAL HISTORY RECORDS

The dissemination of criminal history information by the SISD Police Department is subject to Department of Justice regulations found in the United States Code.

The following persons and agencies are eligible to receive criminal history information from this department:

- a. Criminal justice agencies (if the information will be used for criminal justice purposes).
- b. Federal or state agencies specifically authorized by statute to receive such information.

MEMORANDUM OF UNDERSTANDING

Between HIGHPOINT FELLOWSHIP And

SPLENDORA INDEPENDENT SCHOOL DISTRICT (SPLENDORA ISD POLICE DEPARTMENT)

SECTION 1 PURPOSE:

To establish a cooperative and mutually beneficial relationship between Highpoint Fellowship and Splendor Independent School District (SISD Police Department) to establish a shelter site and terms of use in the event of a mass evacuation of the students and staff at Splendor Independent School District.

SECTION 2 DURATION:

This agreement will initially be in effect starting on March 1, 2021 – December 31, 2021. This agreement shall be self-renewable for additional one year calendar years from January 1 – December 31 unless written termination is given by either party sixty (60) days before self-renewal.

SECTION 3 GENERAL PROVISIONS:

This Memorandum of Understanding does not create any additional jurisdiction for the Splendor ISD Police Department. It is understood that both parties should fulfill its responsibilities under this agreement in accordance with the provisions of the law and regulations that govern their activities. If at any time either party is unable to perform its functions under this agreement the affected party shall immediately provide written notice to the others to establish a date for mutual resolution of the conflict.

SECTION 4 RESPONSIBILITIES:

The Splendor Independent School District will make every effort to notify Highpoint Fellowship of evacuation possibilities with as much notice as possible. Contact information between the two parties is considered confidential information and is not subject to public disclosure.

Highpoint Fellowship agrees to open their building located at 12308 Highway 59, Splendor, Texas, 77372 to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered.

Highpoint Fellowship understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with phone and internet connection (if available) for Splendor Independent School District administrative personnel. Furthermore, Splendor Independent School District will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site. The Splendor ISD Police

Department will provide additional security as needed for the facility as well as the students and staff during the full time SISD staff and/or students occupy the facility.

The Splendora Independent School District agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse Highpoint Fellowship for any items, materials, equipment or supplies that may be used by the district in the conduct of its sheltering activities in said facilities.

The Splendora Independent School District will be responsible for replacing, restoring or repairing damage occurring in the use of any building, facilities or equipment belonging to Highpoint Fellowship.

The Splendora Independent School District shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to Highpoint Fellowship shall be directed to the Splendora Independent School District's Public Information Officer or the Superintendent of Schools.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, State of Texas, or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

The terms of this agreement, as modified with the consent of both parties, shall be self-renewable for a period of one (1) year from the end date of the agreement unless written termination is given by either party 60 days before the self-renewable date of January 1 each year. Either party, upon sixty (60) days written notice to the other party, may terminate this agreement.

AND NOW, this _____ day of _____ 20____, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

Dr. Jeff Burke, Superintendent of Schools

Date

Colin Weatherly, Chief of Police

Date

Dr. Walter Kahler, Senior Pastor – Highpoint Fellowship

Date

Leadership Academy: Texas
Memorandum of Understanding between
TEXAS MUNICIPAL POLICE ASSOCIATION
and
Splendora Independent School District

- I. This Memorandum of Understanding (“MOU”) is by and between the Texas Municipal Police Association (TMPA), and Splendora ISD, and Leadership Academy Texas. This program seeks to change student behavior and beliefs by introducing students to ethical decision-making and problem-solving. The classes will consist approximately 20 students who will work with a school counselor and a law enforcement officer to explore lessons on ethical behaviors. Utilizing Restorative Circles, a method of responding to difficult challenges through an exchange of thoughts and ideas, the counselor will act as a facilitator to guide the class, while the officer will be a participant in the discussions. The class will be an opportunity for students to discuss their beliefs with each other and the officer, and to come to understand the importance of doing the right thing for the right reason.
- II. TMPA will provide facilitator training for the facilitators and support staff based on the Train-the-Trainer model utilized by other TMPA training programs. To track the success of the program, TMPA will need the following data from the District and the District agrees to provide the data to TMPA under the conditions set forth herein:
 - A. Student Data: Student data will be collected from the PEIMS database at the start of LAT on campus, at the end of that semester or school year, by the campus facilitators and support staff and given to the program. The program will enter the data into a secured database and student information will be deidentified. The program will not be collecting data regarding social security numbers, financial data, or health data; beyond whether or not the student qualifies as being economically disadvantaged. Student data will include the students’; Age, Gender, Race, Grade, 130% below the poverty level, Any known mental or physical disability, Non-English speaking or Limited English proficiency.
 - B. Program Data: Program data on student, facilitator, and parent/guardian satisfaction and reaction will be collected using a third-party tool such as Typeform, or anonymously on hard copies depending on the campus’s technological capabilities. This data will be deidentified and used to help gauge the success of the program from the viewpoint of the students, facilitators, and parents/guardians.

III. TMPA agrees to maintain the confidentiality of all student data obtained from the District as part of this program and use the data only for purposes of the grant program referenced herein. This confidentiality requirement shall survive the termination or expiration of this MOU.

IV. Term and Cancellation or Suspension

A. The term of this MOU shall commence on date signed and shall run concurrently with participation in the program.

B. TMPA or the District may cancel or suspend the MOU at any time.

V. Changes to this MOU will be agreed upon by both parties and shall be in writing and dated.

MOU BETWEEN GRANTEE AND DISTRICT

ACCEPTED BY:

DATE: _____

DATE: _____

SIGNATURE OF AUTHORIZED OFFICIAL

SIGNATURE OF AUTHORIZED OFFICIAL

KEVIN LAWRENCE, EXECUTIVE DIRECTOR
NAME & TITLE (PLEASE PRINT OR TYPE)

NAME & TITLE (PLEASE PRINT OR TYPE)

TEXAS MUNICIPAL POLICE ASSOCIATION (TMPA)
GRANTEE

NAME OF DISTRICT

6200 LA CALMA DR., STE. 200

ADDRESS (STREET OR POST OFFICE BOX)

ADDRESS (STREET OR POST OFFICE BOX)

AUSTIN, TEXAS 78752

CITY, STATE, ZIP

CITY, STATE, ZIP

(512) 454-8900

PHONE NUMBER (INCLUDE AREA CODE)

PHONE NUMBER (INCLUDE AREA CODE)



**Splendor ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February, 2021

Submitted Date: January 25, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible: Susan Hoisington

Department or Campus: Teaching & Learning Department

Topic: 2021-2022 SHS Course Catalog

Background Information: Format of the annual course guide has been condensed to make the document more useful and user-friendly.

Attachments: [2021-2022 SHS Course Catalog](#)

Superintendent's Resolutions: Reviewed

SPLENDORA HIGH SCHOOL



2021-2022

Course Catalog

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SPLENDORA ISD STRATEGIC DIRECTION

why we exist

VISION Right People. Right Things. Right Way. Right Resources. Right Relationships

MISSION Cultivating Exceptional People

BELIEFS - <i>why we act</i>	PRINCIPLES
<u>Student-Focused:</u> We believe the greatest outcomes result when students come first.	<ul style="list-style-type: none"> ● Be accountable. ● Live with integrity. ● Focus on student needs.
<u>Relationships:</u> We believe positive and supportive relationships create the conditions for students to be advocates in their education.	<ul style="list-style-type: none"> ● Value each other.
<u>Culture:</u> We believe a healthy, collaborative culture fosters exploration and innovation in a supportive environment.	<ul style="list-style-type: none"> ● Ensure a safe physical, emotional, + social environment.
<u>Servant Leaders:</u> We believe servant leaders and critical thinkers strengthen our community and democracy.	<ul style="list-style-type: none"> ● Develop servant leaders.
<u>Learning:</u> We believe all students deserve high-quality, engaging learning experiences that honor the potential in each student.	<ul style="list-style-type: none"> ● Create a dynamic learning environment.

LEARNER PROFILE

The Splendora ISD Learner Profile provides an educational setting where every student is empowered to be: Self Motivated, Confident, An Adaptable Learner, A Critical Thinker, A Productive Citizen

STRATEGIC GOALS

Goal 1: Establish a shared commitment to district beliefs, the need for continuous innovation, and a focus on the future.

Goal 2: Ensure the focus of school district activity is on improving the quality of learning experiences for all students.

Goal 3: Enhance the capacity to increase student engagement through digital learning.

Goal 4: Enact a communication strategy that results in a common language and a shared commitment to student success.

Goal 5: Establish a culture that promotes social and emotional well-being for all.

High School Graduation Requirements

Foundation High School Program with Endorsement(s)

The Foundation High School with Endorsements is the default graduation plan for SISD students.

College Admission - High School Graduation Requirements

To be eligible for automatic admission to a Texas public 4-year institution, students must:

- Complete the Foundation High School Program (FHSP)
- Complete at least one endorsement
- Complete Algebra II

Any student who completes the Foundation High School Program with endorsements, is eligible to apply to any Texas 4-year college. Students must meet all of the college's entrance requirements and meet all application deadlines.

Distinguished Level of Achievement

A student may earn a distinguished level of achievement by successfully completing:

- A total of 4 credits in mathematics, which must include Algebra II, and
- a total of 4 credits in science, and
- the remaining curriculum requirements, and
- the curriculum requirements for at least 1 endorsement

PLEASE NOTE: A student must earn a distinguished level of achievement to be eligible for top 10% automatic admission.

Performance Acknowledgements

A student may earn a performance acknowledgment on their transcript for outstanding performances in the following ways:

- **College Credit** – By successfully completing at least 12 hours of academic courses, including those taken for dual credit as part of the Texas core curriculum, and advanced technical credit courses, including locally articulated courses, with a grade point average (GPA) of the equivalent of 3.0 or higher on a scale of 4.0, or by earning an associate degree while in high school.

- **Bilingualism/Biliteracy** – Demonstrating proficiency in 2 or more languages by completing all English Language Arts requirements and maintaining a minimum GPA of the equivalent of 80 on a scale of 100, and satisfying one of the following:

- Completion of a minimum of 3 credits in the same language in a language other than English with a minimum GPA of the equivalent of 80 on a scale of 100; or
- Demonstrated proficiency in the TEKS for level IV or higher in a language other than

- English with a minimum GPA of the equivalent of 80 on a scale of 100; or
- Completion of at least 3 credits in foundation subject area courses in a language other than English with a minimum GPA of 80 on a scale of 100; or
- Demonstrated proficiency in one or more languages other than English by scoring 3 or higher on an AP exam for a language other than English.

PLEASE NOTE: In addition to meeting the requirements above, to earn a performance acknowledgment in bilingualism and biliteracy, an English language learner must also have participated in and met the exit criteria for a bilingual or ESL program and scored at the Advanced High level on the Texas English Language Proficiency Assessment System (TELPAS).

- **AP Test** - By earning a score of three or above on a College Board AP examination.
- **PSAT Test** - By receiving a score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation.
- **SAT Test** - By receiving a combined critical reading and mathematics score of at least 1310 on the SAT.
- **ACT Test** - By receiving a composite score on the ACT exam (excluding writing) of 28.
- **Certification/License** - For earning a nationally or internationally recognized business or industry certification or license with performance on an examination sufficient to obtain a nationally or internationally recognized business or industry certification or performance on an examination sufficient to obtain a government-required credential to practice a profession.

Foundation High School Program

A student may graduate under the FHSP without earning an endorsement if, after the student's sophomore year: 1) the student and the student's parent or person standing in parental relation are advised by a school counselor of the specific benefits of graduating from high school with one or more endorsements and, 2) the student's parent or person standing in parental relation files with a school counselor written permission, on a form adopted by the agency, allowing the student to graduate under the foundation high school program without earning an endorsement. State requirements specify the completion of an Opt-Out Agreement that must be signed by the parent, student, and administrator.

Graduation Credit Requirements

Students graduating in 2017 and beyond will graduate under the requirements defined by House Bill 5 (HB 5). This legislative change gives students the opportunity to explore and prepare for post-secondary education and/or career readiness. HB 5 outlines the Foundation High School Plan (FHSP), Endorsement Pathways, Distinguished Level of Achievement, and Performance Acknowledgements.

Students graduating from a Texas high school must complete graduation requirements outlined by the state and receive a passing score on five End of Course (EOC) exams including Algebra I, Biology, U.S. History, English I, and English II. The appropriate State of Texas Seal designating which plan was completed will be attached to the student's transcript. High school courses taken in grade 8 will earn credit towards graduation but will not be calculated into their grade point average (GPA).

2017 and After Graduates

Subject Area	Foundation High School Plan (FHSP)*	FHSP With Endorsement	FHSP With Endorsement/ Distinguished Level of Achievement & Performance Acknowledgment
English	4 credits	4 credits	4 credits
Mathematics	3 credits	4 credits	4 credits (including Algebra II)
Science	3 credits (one of the science credits must be Biology)	4 credits (one of the science credits must be Biology)	4 credits (one of the science credits must be Biology)
Social Studies	3 credits (includes U.S. History, Government, Economics, and either World Geography or World History)	3 credits (includes U.S. History, Government, Economics, and either World Geography or World History)	3 credits (includes U.S. History, Government, Economics, and either World Geography or World History)
Languages Other than English (Spanish or Computer Science)	2 credits (Levels I & II of same language)	2 credits (Levels I & II of same language)	2 credits (Levels I & II of same language)
Fine Arts (Choir, Band, Theater, Dance, Floral Design)	1 credit	1 credit	1 credit
Physical Education (PE, Athletics, ROTC, Cheerleading, Band)	1 credit	1 credit	1 credit
Electives	5 credits	7 credits	7 credits
Total	22 credits	26 credits	26 credits plus additional measures

Students graduating on the 26 credit Foundation Plan with Distinguished Level of Achievement are eligible for Top 10% automatic admission. This graduation plan requires the same courses as Foundation Plan with Endorsements; however, one of the 4 mathematics credits must be Algebra II.

*Foundation High School Plan credits are minimum requirements to graduate from a Texas High School. Students may opt to graduate on these plans after their 16th birthday and completion of 10th grade if approved by parents and school officials.

Endorsements

House Bill 5, passed by the 83rd Texas legislature, set new requirements for the class of 2017 and beyond. All students entering 9th grade in the fall of 2014 will be required to take a “core foundation” of academic courses which meet the Foundation High School Plan requirements deemed necessary to pursue post-secondary education. Students then must select an Endorsement which can be chosen from several areas. Choosing an Endorsement area, gives the student direction on which electives and advanced courses to take in high school and encourages the wise use of the elective opportunities. This organized sequence of courses becomes more specialized as you approach graduation.

In the 8th grade you must begin the process of developing a personalized graduation plan. Using the Interest Inventory that is administered in 8th grade, you can begin determining your career interests and aptitudes. Then your parents, counselors, and teachers can help you to develop a graduation plan which identifies and implements a graduation endorsement that is right for you.

The five Endorsements strands offered at SHS are: 1) Arts and Humanities, 2) Public Service, 3) Multidisciplinary Studies, 4) STEM (Science, Technology, Engineering and Mathematics), and 5) Business and Industry. Within each Endorsement strand, the following Programs of Study are offered:

Arts and Humanities	Public Service
<ul style="list-style-type: none"> ● Languages Other Than English ● Social Studies ● Art ● Choir ● Theater ● Dance ● Band 	<ul style="list-style-type: none"> ● Education & Training <ul style="list-style-type: none"> ○ Teaching & Training ● Health Sciences <ul style="list-style-type: none"> ○ Exercise Science & Wellness ○ Healthcare Diagnostics ○ Healthcare Therapeutic ● Hospitality & Tourism <ul style="list-style-type: none"> ○ Culinary Arts ○ Lodging & Resort Management ● Human Services <ul style="list-style-type: none"> ○ Cosmetology and Personal Care Services ● Law, Public Service <ul style="list-style-type: none"> ○ Law Enforcement ● JROTC
Multidisciplinary Studies	STEM (Science, Technology, Engineering and Mathematics)
<ul style="list-style-type: none"> ● Four advanced courses from within one endorsement area that are not in a coherent sequence ● Two advanced courses from each of two endorsement areas ● Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics ● Four advanced placement (AP) or dual credit (DC) courses to include one credit in each of the four foundation subjects 	<ul style="list-style-type: none"> ● Engineering ● Mathematics ● Science
Business and Industry	Certificate Opportunities offered at Lone Star College
<ul style="list-style-type: none"> ● Agriculture, Food & Natural Resources <ul style="list-style-type: none"> ○ Animal Science ○ Applied Agricultural Engineering ○ Plant Science ● Architecture & Construction <ul style="list-style-type: none"> ○ Architectural Design ○ Carpentry ● Arts, Audio Visual & Communication <ul style="list-style-type: none"> ○ Design & Multimedia Arts ○ Digital Communications ○ Business, Marketing & Finance ○ Accounting & Financial Services ○ Marketing & Sales ● Manufacturing <ul style="list-style-type: none"> ○ Manufacturing Technology ○ Welding ● Transportation, Distribution & Logistics <ul style="list-style-type: none"> ○ Automotive 	<p>Level 1 certificate opportunities</p> <ul style="list-style-type: none"> ● Accounting ● Business Management, Banking & Finance ● Business Marketing & Finance – Sales & Marketing ● CISCO ● Fire Science Technology ● Manufacturing Technology ● Automotive Service Technician <p>Level 2 certificate opportunity</p> <ul style="list-style-type: none"> ● Process Technology <p>Workforce certificate opportunities</p> <ul style="list-style-type: none"> ● EKG (electrocardiogram – a test that measures the electrical activity of the heartbeat) ● AutoCAD (computer-aided design software that architects, engineers and construction professionals rely on to create precise 2D and 3D drawings)

All course descriptions can be found at this [link](#). The tabs at the bottom of the page indicate content subjects and programs of study.

Grade Information

Semester Grading System

Splendor High School operates on a semester-based grading system. Each semester consists of two grading cycles. These grading cycles are averaged together to obtain a semester average. This average is what is recorded on the student's transcript and used for calculating GPA.

The exception to the two-cycle grading system is dual credit courses. Only a final semester grade is reported for dual credit classes. The semester grade is a cumulative grade that is not an average of grading periods. The final semester grade is recorded on the transcript and used for GPA and class ranking purposes.

A semester course is worth 0.5, 1.0 or 1.5 credits (depending on the number of class periods a class covers). In order to earn credit for a course, the student must earn a grade of 70 or higher. For courses that are two semesters in duration, the two semester grades will be averaged to determine total credit for the course. A passing grade for one semester may bring up a failing grade in the other semester if the yearly average is 70 or higher.

Grading Scale

A = 90-100	B = 89-80	C = 79-75	D = 74-70	F = 69 and below
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Credit Classification Policy

The number of credits a student has earned determines classification by grade level.

Freshman	0 - 6 credits	Junior	13.5 - 20 credits
Sophomore	6.5 - 13 credits	Senior	20.5+ credits

Letter Grade/Numeric Grade Conversion Chart

College Grade	High School Transcript Grade	College Grade	High School Transcript Grade
A+	95	C+	77
A	95	C	77
A-	95	C-	77
B+	85	D+	72
B	85	D	72
B-	85	D-	72
		F	65

GPA and Class Rank

Weighted Grade, GPA, Rank

GPA is calculated from grades earned in core classes only: English, Mathematics, Science, and Social Studies.

Grade Point Average (GPA) is calculated on a point system. Points are awarded to specific course grades at the end of each semester (refer to the Standard Grade Point Assignment Chart A and the AP/DC Conversion Chart B below). The grade points earned in the class are assigned by the actual semester grade earned. Courses are weighted differently based on level and degree of difficulty. With the exception of select courses, each course included in GPA is assigned a numeric grade that is then converted to a point system using the chart below. The exception to the numerical grade is detailed in Chart B.

GPA for class rank is cumulative and includes all four years of high school. The total number of grade points shall be divided by the total number of semester grades for courses included in the calculation of GPA. Failing grades received in courses included in GPA calculations will receive zero grade points. Only traditional numeric marks (including letter grades converted to numeric grades) shall be used. Those using Pass/Fail or S/U will be excluded from GPA calculations. All grades from other schools shall be converted to the district grade point system. If a student transfers in with Pre-AP and/or Honors courses from another district, those courses will be equated to Pre-AP. If a student transfers in with an IB course, the AP scale will be utilized for recording the grade on the transcript. Grades earned when repeating courses in credit recovery are not calculated in GPA.

Class ranks are calculated at the end of each school year. Senior rank for graduation will be computed at the end of the 3rd grading period.

Students who have not completed attendance requirements by the date class ranks are computed will be ranked as credit attempted but no credit received. This will result in a drop of GPA and class rank. The class rank will not be recalculated at the time the credit is earned, but at the next scheduled time for the appropriate grade level.

Valedictorian

The graduate with the highest GPA holds the honor of valedictorian. In order to be eligible for valedictorian, a student must be in attendance at Splendora High School four consecutive semesters of his/her final two school years.

Salutatorian

The graduate with the second highest GPA holds the honor of salutatorian. In order to be eligible for salutatorian, a student must be in attendance at Splendora High School four consecutive semesters of his/her final two school years.

Standard GPA Assignment (Chart A)

Course Grade	AP/DC	Pre-AP/Honors	Regular	Modified Content
100	7.0	6.0	5.0	4.0
99	6.9	5.9	4.9	3.9
98	6.8	5.8	4.8	3.8
97	6.7	5.7	4.7	3.7
96	6.6	5.6	4.6	3.6
95	6.5	5.5	4.5	3.5
94	6.4	5.4	4.4	3.4
93	6.3	5.3	4.3	3.3
92	6.2	5.2	4.2	3.2
91	6.1	5.1	4.1	3.1
90	6.0	5.0	4.0	3.0
89	5.9	4.9	3.9	2.9
88	5.8	4.8	3.8	2.8
87	5.7	4.7	3.7	2.7
86	5.6	4.6	3.6	2.6
85	5.5	4.5	3.5	2.5
84	5.4	4.4	3.4	2.4
83	5.3	4.3	3.3	2.3
82	5.2	4.2	3.2	2.2
81	5.1	4.1	3.1	2.1
80	5.0	4.0	3.0	2.0
79	4.9	3.9	2.9	1.9
78	4.8	3.8	2.8	1.8
77	4.7	3.7	2.7	1.7
76	4.6	3.6	2.6	1.6
75	4.5	3.5	2.5	1.5
74	4.4	3.4	2.4	1.4
73	4.3	3.3	2.3	1.3
72	4.2	3.2	2.2	1.2
71	4.1	3.1	2.1	1.1
70	4.0	3.0	2.0	1.0
69 and below	0.0	0.0	0.0	0.0

Grade Exceptions for AP and DC (Chart B)

The exception to the assignment of numeric grades applies to the following situations:

- online dual credit courses
- dual credit courses taken on campus at Lone Star College
- dual credit math and science courses taken on the Splendora High School campus
- AP mathematics and science courses taken on the Splendora High School campus

The conversion chart for AP/DC grades (Chart B) will be used in the assignment of grade points for those courses.

Chart B

Numeric Grade	College Equivalent	Grade Posted to Transcript	Grade Points Assigned
90-100	A	95	6.5
80-89	B	85	5.5
70-79	C	77	4.7
60-69	D	72	4.2
0-60	F	65	0.0

Top 10% Admission - State of Texas

This group of students consists of both three-year and four-year graduates that fall among the top 10% of the graduating class at the time of official rankings. They are eligible for automatic admission to any* public university in Texas. To be eligible for automatic admission, a student must:

- Complete the Foundation Plan with Distinguished Level of Achievement
- Graduate in the top 10 percent of his/her class at a public or private high school in Texas; and
- Enroll in college no more than two years after graduating from high school; and
- Submit an application to a Texas public university for admission before the institution’s application deadline. Since deadlines vary, students should check with the specific university to verify the application deadline.

**Senate Bill 175 – Amended Top 10% Admissions Rule for the University of Texas:* Senate Bill 175, passed by the 81st Texas Legislature, allows the University of Texas at Austin to limit automatic admission to 75 percent of the university’s enrollment capacity designated for first-time resident undergraduate students. Using data from recent years, the University has determined that automatically admitting students in the top 7% of their high school graduating class.

UIL Eligibility

Texas Education Code

Identification of Honors Courses under 19 TAC 74.30

- (a) The following are identified as honors classes as referred to in the Texas Education Code, §33.081(d)(1). Concerning extracurricular activities:
- all College Board advanced placement courses and International Baccalaureate courses in all disciplines;
 - **English language arts:** high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)”
 - **Languages other than English:** high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One),” and languages other than English courses Levels IV-VII;
 - **Mathematics:** high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)” and Pre Calculus;
 - **Science:** high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)”;
 - **Social studies:** Social Studies Advanced Studies, Economics Advanced Studies, and high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One).” ²⁵⁴

(b) Districts may identify additional honors courses in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English for the purpose of this section, but must identify such courses prior to the semester in which any exemptions related to extracurricular activities occur.

(c) Districts are neither required to nor restricted from considering courses as honors for the purpose of grade point average calculation.

The courses referenced in section (b) above do not have to be submitted to the University Interscholastic League. They may be maintained at the local school district level.

It is important to remember that school districts may voluntarily impose stricter standards than those cited in this document. Questions and/or requests for additional information should be directed to the UIL Office: info@uiltexas.org.

[TEA UIL Side-by-Side 2020-2021 \(English\)](#)

[TEA UIL Side-by-Side 2020-2021 \(Spanish\)](#)

Exempt Courses

- All College Board Advanced Placement (AP) courses
 - A grade of 60-69 must be earned to qualify for UIL exemption.
 - Grades of less than 60 in any AP course will render students ineligible for UIL participation.
- All dual credit (DC) courses offered through our partnership with Lonestar Kingwood (LSC-K)
 - A grade of 60-69 must be earned to qualify for UIL exemption.
 - Grades of less than 60 in any DC course will render students ineligible for UIL participation.
- One Pre-Advanced Placement (Pre-AP) class waiver is allowed per semester
 - A grade of 60-69 must be earned to qualify for UIL exemption.
 - Only one Pre-AP class waiver is allowed per semester.

NCAA Guidelines for College-Bound Athletes

The NCAA guide for the college-bound student athlete can be downloaded at www.ncaapublications.com

Contact the campus NCAA designee with any questions.

College Readiness

All course descriptions can be found at this [link](#). The tabs at the bottom of the page indicate content subjects and programs of study.

Pre-AP and Honors Courses

The Pre-AP and Honors classes include the curriculum of the level classes, but with a more in-depth study of the areas within the course. The Pre-AP and Honors curriculum is designed to prepare students for Advanced Placement (AP), dual credit (DC), or for the next Honors course in that subject area. Students who are successful in Pre-AP and Honors classes should consider taking AP or DC courses. Careful consideration should be given when deciding to take advanced courses as class size may limit a school's ability to allow a student to change levels. These courses require more individual initiative, analytical reading, student interaction, research, and time for outside class preparation. Students should be prepared to spend more time on homework.

Advanced Placement (AP)

This program gives students the opportunity to pursue college-level studies while still in high school and the opportunity to receive college credit. All AP courses at Splendor High School have received College Board authorization, and each course syllabus is available for review on the College Board webpage. For more information, refer to www.collegeboard.com.

Students enrolled in AP courses are required to take the College Board Advanced Placement exams in May. There is no cost to the student or parent.

Course credit is awarded by many colleges and universities to students who score a 3, 4, or 5 on the advanced placement examination. Students are encouraged to check with the college and universities they are interested in attending to learn more about AP score requirements (www.collegeboard.com).

Early College Program

Splendor High School has been awarded the designation by Texas Education Agency (TEA) as an Early College school-within-a-school. Every high school student is afforded the opportunity to take dual credit classes at no cost to the student.

To be a member of the Early College cohort, students must submit an Early College application during their 8th grade year. Students can become "Core Complete (42 college hours)" or earn an Associate's degree (60 college hours) as a member of the Early College program. Once a student meets TSI testing requirements, he/she may begin taking college courses on our high school campus through Lone Star College.

College Courses are offered on our high school campus and on the Lone Star College campus in Kingwood. The dual credit grades are not awarded on the traditional high school grading period schedule. Final grades are given for each course, and the final grade is recorded on the student's transcript. Grades for the college courses are not accessible through our parent portal. Our high school staff works with Lone Star to monitor progress throughout the semester.

TSI

Texas Success Initiative (TSI) is a state-legislated program designed to improve student success in college. Part of the program is an assessment to determine basic skills in reading, mathematics and writing. Students may show their college readiness through their ACT, SAT, PSAT, STAAR EOC or TSI.

Eligibility for enrollment in a dual credit course requires the high school student to meet all of the College's regular prerequisite requirements for that course, such as a minimum score on a specified placement test and/or minimum grade in a specified previous course.

Specific questions about TSI readiness should be directed to the student's counselor.

Sample Degree Plan for Early College

Green - required elective

Red - Core Complete requirements

Blue - Associate degree electives

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Pre-AP English I	Pre-AP English II	ENGL 1301 (Composition & Rhetoric I)/ ENGL 1302 (Composition & Rhetoric II)	ENGL 2322 (Survey of British Literature Anglo Saxon through 18th Century)/ ENGL 2323 (Survey of British Literature Romantic through present)
AP Human Geography	HIST 1301 (U.S. History to 1877)/ HIST 1302 (U.S. History since 1877)	GOVT 2305 (Federal Government)/ GOVT 2306 (Texas Government)	HS Elective
Pre-AP Algebra II	Pre-AP Geometry	Pre-AP Pre-Calculus	MATH 1314 (College Algebra)/ ECON 2301 (Macroeconomics)
Pre-AP Biology	Pre-AP Chemistry	AP Physics 1	DC Science/DC Science
EDUC 1300 (Learning Framework: 1st year experience)/ PHED 1164 (Introduction to Physical Fitness & Wellness)	HUMA 1301 (Introduction to the Humanities I: Prehistory to Gothic/ HUMA 1302 (Introduction to the Humanities II: Renaissance to the Present)	HIST 2321 (World History to 1492)/ HIST 2322 (World History from 1492)	HS Elective
MUSI 1306 (Appreciating Music)/ SPCH 1315 (Public Speaking)	HS Elective	HS Elective	HS Elective
HS Elective	HS Elective	HS Elective	HS Elective
HS Elective	HS Elective	HS Elective	HS Elective

Dual Credit Course selection and availability are dependent on course offerings at Lone Star College in Kingwood and the certification of the dual credit instructor that teaches on the SHS campus. Splendora ISD is not guaranteed seats in particular courses offered on the Lone Star Campus. Sometimes, the course

that is discussed in the Personal Graduation Plan (PGP) may be changed to a different course that will satisfy degree requirements because of course availability on the Lone Star Campus or the certification of the staff teaching on our high school campus. Lone Star College Staff schedule their own classes on the Lone Star Campus. While we work with Lone Star Staff each semester to request specific courses, there is no guarantee that all courses will be offered during the time that our students can take them on the Lone Star Campus. As a result, courses may have to be adjusted to ensure that all students can meet degree requirements.

Dual Credit vs. Early College Program

Students who may not want to commit to the Early College Program can still earn college credit during high school via dual credit classes. Contact your counselor for dual credit opportunities that are not part of the Core Curriculum or Associate’s Degree.

Transferring College Credits to a University

College credit is awarded through Lone Star College. To determine how the course will transfer to another public university, you can use the Texas Common Course Numbering System (TCCNS) at the following link or visit the website of the specific university you plan to attend. <https://www.tccns.org>

Career and Technical Education (CTE)

All course descriptions can be found at this [link](#). The tabs at the bottom of the page indicate content subjects and programs of study.

Business and Industry Endorsement - Programs of Study

Agriculture, Food & Natural Resources	Architecture & Construction	Arts, Audio Visual & Communication
Animal Science Applied Agricultural Engineering Plant Science	Architectural Design Carpentry	Design & Multimedia Arts Digital Communications
Business, Marketing & Finance	Manufacturing	Transportation, Distribution & Logistics
Accounting & Financial Services Marketing & Sales	Manufacturing Technology Welding	Automotive

Public Service Endorsement - Programs of Study

Education & Training	Health Sciences	Hospitality & Tourism
Teaching & Training	Exercise Science & Wellness Healthcare Diagnostics Healthcare Therapeutic	Culinary Arts Lodging & Resort Management
Human Services	Law, Public Service	
Cosmetology and Personal Care Services	Law Enforcement	

STEM Endorsement - Programs of Study

STEM (Science, Technology, Engineering & Mathematics)
Engineering

Certificate Opportunities Offered at Lone Star College

Level 1 Certificates	Level 2 Certificates	Workforce Certificates
Accounting Business Management, Banking & Finance Business Marketing & Finance – Sales & Marketing CISCO Fire Science Technology Manufacturing Technology Automotive Service Technician	Process Technology	<p>EKG (electrocardiogram – a test that measures the electrical activity of the heartbeat)</p> <p>AutoCAD (computer-aided design software that architects, engineers and construction professionals rely on to create precise 2D and 3D drawings)</p>

Other Credit Opportunities

Campus Permission

Students who wish to take any course outside of the traditional schedule must get administrative approval.

Credit by Exam

The State Board of Education (SBOE) provides that school districts offer students the opportunity to pass certain courses through credit by examination. The National Collegiate Athletics Association (NCAA) guide states that these examinations do not count for core GPA in determining eligibility.

Credit by Exam for Acceleration (has not taken the class before)

A student will be permitted to take an exam to earn credit for an academic course for which the student has not had prior instruction. The student must score an 80 or above in order to receive credit. Credit by exam grades will not be computed in the GPA and/or used for ranking. Contact your child's counselor to schedule a credit by exam.

Credit by Exam for Recovery (taken class and failed or not completed)

A student who has received prior instruction in a course or subject, but did not receive credit for it may, in certain circumstances, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. Eligible students have the opportunity to earn credit in courses for which they have had prior instruction through credit by examination. Credit by exam grades will not be computed in the GPA and/or used for ranking. Contact your child's counselor to schedule a credit by exam.

Correspondence Courses

State-required credits for graduation may be earned through correspondence courses for resident students. Courses must be taken from the University of Texas Extension Division or the Extension Division of Texas Tech University. The student is responsible for fees and books required for correspondence courses. Correspondence grades must be received by the second week of May if the grades are necessary for graduation. Students will not be allowed to use these grades for purposes of participating in the graduation exercise after this date. Only correspondence courses for initial credit in core courses will be calculated in GPA.

High School Courses Taken in Junior High

High school courses taken in junior high school will earn credit toward the 26 credits required for graduation. Grades earned in junior high are not included in the GPA and not used for ranking purposes nor do they replace grades earned during the regular school year on the Academic Achievement Record (transcript).

The Texas Virtual School Network (TxVSN)

TxVSN has been established as a distance learning option to supplement the instructional programs of public school districts. Students may request the opportunity to enroll in courses through the TxVSN by contacting their high school Counselor.

Course Descriptions

All course descriptions can be found at this [link](#). The tabs at the bottom of the page indicate content subjects and programs of study.



**Splendor ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 22, 2021

Submitted Date: February 19, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible: Dr. Glenn Barnes

Department or Campus: Leadership and Culture

Topic: Student fees

Background Information: The school board approved a policy change to pre-approve student fees that are being collected to support participation in various campus extracurricular activities, i.e. Athletics, Fine Arts, CTE, etc.

Attachments:

Superintendent's Resolutions:



**Splendoria ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 22, 2021

Submitted Date: February 19, 2021

Agenda Business Items:

- Consent Agenda Item**
(Board has acted on items such as this previously)
- New Action**
(Board has not seen information previously and allows for more time to discuss)

Information Only Items:

- Presentation**
- Recognition**
- Information**

Name of Person Responsible: Land Committee

Department or Campus:

Topic: Land Committee Update

Background Information: An update from last meeting that took place on February 10, 2021

Attachments:

Superintendent's Resolutions:



**Splendor ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 16, 2021

Submitted Date: February 6, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible: Alex Kabli

Department or Campus: Gifted & Talented Coordinator

Topic: Gifted & Talented

Background Information: Annual report

Attachments: Annual report

Superintendent's Resolutions: Reviewed



Splendora ISD's
Gifted and Talented
Annual School Board Update.
February 16, 2021

1.

The Goal of Splendora ISD's GT Program





4th & 5th Grade Story Quilt Project, in progress, PCE, March 2020

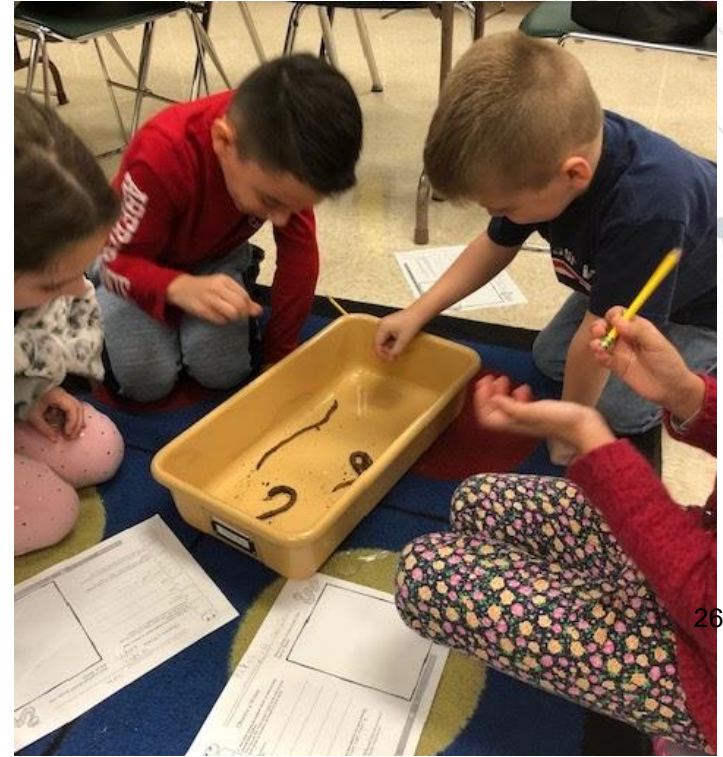
The goal of the Splendora ISD Gifted and Talented program is to *accurately and equitably identify and provide services* for gifted students.

Services will support the unique social and emotional needs of gifted students and provide academic challenges through a variety of learning opportunities.

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5 Year Goals for the GT Program

1. Work towards *Exemplary* according to the [Texas State Plan](#)
2. Improve services at the secondary level
3. Communicate GT student's needs with the **GT Education Plan**
4. Work towards all teachers earning their GT 30 Hours of professional development
5. Foster cooperative parent involvement



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1st and 2nd grade Dirt on Soil Project, GLE, March 2020



Kabli presenting at the virtual TAGT conference as a part of the Research Committee

Work towards *Exemplary* according to the Texas State Plan

- a. Ensuring that all materials are available to parent in English and Spanish
- b. Identification occurs on an as-needed basis
- c. GT committee all has 30 Hour training and 6 hour update²⁶⁹
- d. Extracurricular activities for GT students offered outside school day

Improve services at the secondary level

- ◎ Advanced Academics teachers earn their GT 30 Hours (professional development)
- ◎ SPARK- pull-off days with secondary students to focus on social and emotional aspects of giftedness
- ◎ GT WIN groups at Splendora Junior High
- ◎ PALs pilot- peer mentoring partners



Teachers of Advanced Academics and 1st and 2nd grade working towards earning their GT 30 hours



Foster cooperative parent involvement

- ◎ GTO- GT parent organization
 - Plan, raise funds, and volunteer for special events
- ◎ GT Parent Symposium with Brian Housand ²⁷¹
- ◎ Virtual parent meetings
- ◎ Parent volunteers from home



2.

GT Program Growth

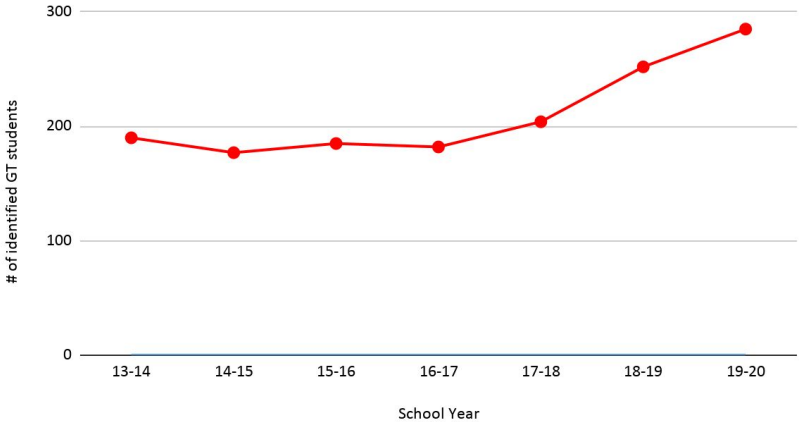


Justin eating grapes as we talked about
New Year's traditions around the world

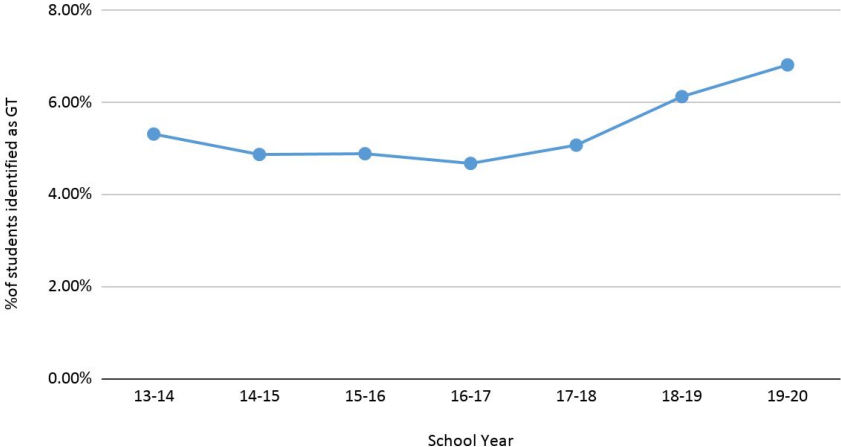
272

GT Population Growth

GT Population by Year



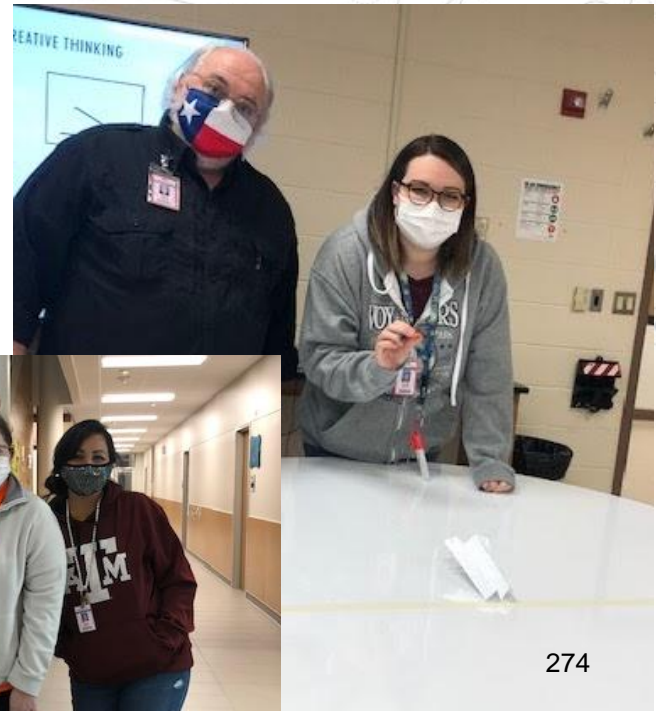
GT Percent of Population by Year



School Year	# of GT students
13-14	190
14-15	177
15-16	185
16-17	182 ²⁷³
17-18	204
18-19	252
19-20	285

Gifted and Talented Professional Development

- 43 teacher completed the 30 hours in district within the last 3 years
 - Offered Saturday option
 - 27 teachers in progress
- 3 options for annual 6 hour update
- First Administrators update



The Marble Roller Coaster Challenge, part of Day 3- Creative and Critical Thinking from the GT 30 hours

3.

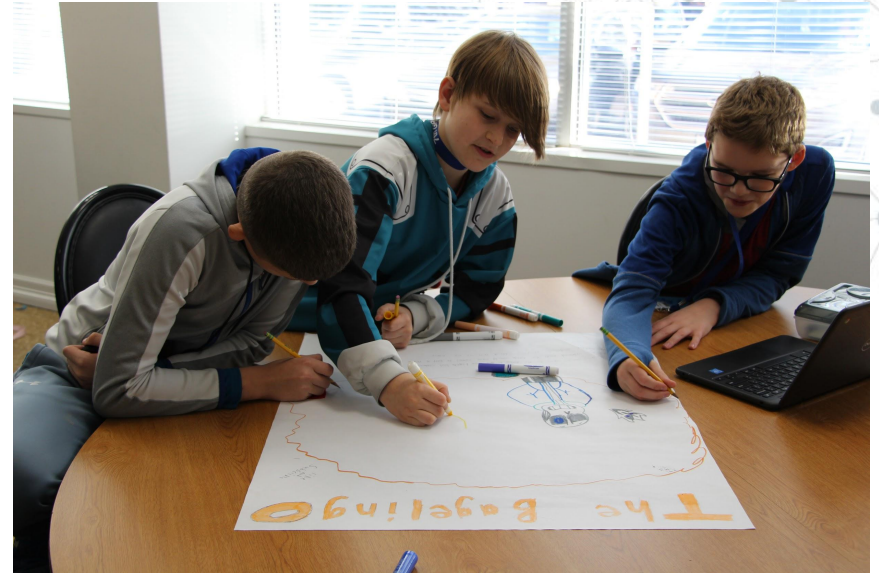
Service Changes



275
Comparing different types of worms as a part of the Dirt On Soil Project, March 2020

Service Design Changes

- Kinder, First and Second grade students are served by their teacher in the classroom
- Teachers have better understanding:
 - Of the needs of GT students
 - Differentiation practices that benefit higher learners
 - Can more accurately refer students



SJHS students at a SPARK day creating an analogy about how their GT brain works, February 2020

6th graders served through advanced academics and in a GT WIN group



Dear Me: A Letter to Myself

Write a letter to yourself to read in 20 years. Write about how this time has made you feel, what has been fun, what has been hard and what you hope you'll always remember.

Date: 5/14/2020

Dear Future Self

Hola! Sooo, right now, we're in quarantine. In quarantine, I have been looking at horses to adopt. So far, I have a horse named Pippen picked out. She's beautiful!

The old normal was much different from now. We went into stores without having to worry as much about germs spreading, and only doctors and dentists wore masks. Everyone got to go to work and make money. Now it's the opposite. Is it ever going to be that way again? Do you even remember that time? Is COVID-19 still around? Do you remember when it all started? What is the new normal like? Also, am I a famous horse trainer yet?!?!?!!!!!

Some things that happened in quarantine: So we had to get rid of Butch. (have I found an equal or better jumper yet? I hope so!) And then we Lola... you know the story. We've had her for 3 weeks and she knows how to sit and look at me. We are working on leash training and leave it as well.

from, Lori
Enjoy the rest of your life!

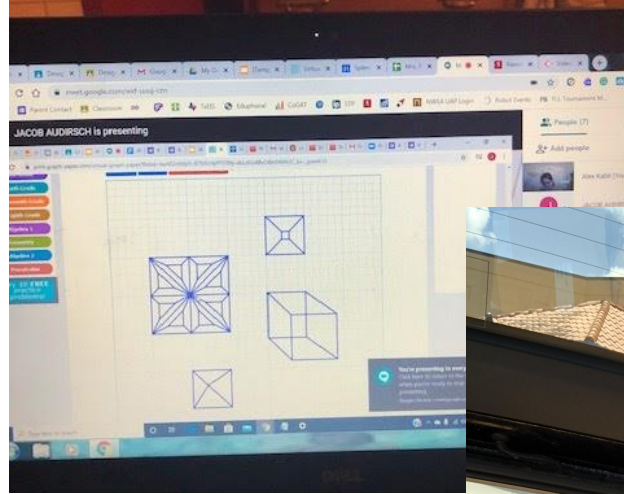
Courtesy of @JessicaNTurner | TheMomCreative.com

4.

GT in times of COVID

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13



3D Printed Time Capsules, teaching students to use virtual graph paper and CAD software via Meet, mailing home the time capsules

So many legos!



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4. Robotics

Robotics Recap- Secondary

- 7 periods of Robotics I and II as an elective at SJHS full using Vex V5 robotics kits
- Will be a part of the Engineering Program of Study through CTE
- Won 2 grants, one from VRC for new teams, one from GirlPowered!
- Spring 2021- Ag robotics teams from all levels (including 2 from SHS) will compete
- 3 teams participated in the Vex Robotics



Vex Robotics Competition, Feb. 2020



Thank you!

Questions or feedback about the program?

Contact Alex Kabli

at akabli@splendoraisd.org

281-689-4438



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SPLENDORA INDEPENDENT SCHOOL DISTRICT
SPECIAL BOARD MEETING MINUTES
January 5, 2021
5:30 PM

The trustees of the Splendor Independent School District met via video conference at 5:30 pm on Tuesday, January 5, 2020 for a special meeting.

1. STRATEGIC DIRECTION - WHY WE EXIST

2. Meeting began at **5:31 PM. ROLL CALL:** (1) Adam Dietrich - Member (2) Dan Muirhead – Assistant Secretary, (3) Barry Welch – Member, (4) Jason Sessum - Member, (5) Allen Wells - Vice President, (6) Jackie Knott - Secretary, (7) Suzanne Soto - President, and Dr. Jeff Burke – Superintendent

Presiding: Suzanne Soto Recording: Jackie Knott (joined at 5:33 pm)
Absent: Jason Sessum (joined at 5:32 pm), Dan Muirhead and Adam Dietrich

3. VideoConference Script Must Be Read by Board President (Located in BoardBook packet)

4. INVOCATION by Suzanne Soto

5. U.S. & STATE OF TEXAS PLEDGE OF ALLEGIANCES

6. GOOD THINGS

Dr Burke discussed how good the two days of professional development and is excited to get kids back tomorrow. Staff COVID cases are low. Also glad to be back from break but definitely enjoyed the time off.

Jason Sessum is recovering from COVID and thankful the symptoms have been minor.

7. **AUDIENCE** - Participants must have signed up prior to Board Meeting start time. Participants may address the Board on any agenda item. Participation is limited to three minutes to make comments to the Board, unless the participant requires the use of a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. Please note that the Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted. In lieu of a public appearance at the Board Meeting, members of the public may participate in the meeting from their computer, smart phone, or tablet by logging on by copying and pasting this link in to your web browser:
<https://us02web.zoom.us/j/84671177665?pwd=dEtDa2RoOHR5MG0wbXlWYlFhbFhNdz09> Meeting ID: 846 7117 7665 and Passcode: zrJrN3. Or join via phone: +1 346 248 7799 US (Houston) Meeting ID: 846 7117 7665 and Passcode: 540912. Members of the public may sign up prior to the beginning of the meeting via email addressed to kkey@splendoraisd.org. In your email, please state your name and agenda topic. For further information on these requirements, contact Katie Key, Superintendent Secretary, at kkey@splendoraisd.org or 281-689-4441.

No one asked to address the board.

8. JANUARY REGULAR MEETING AGENDA REVIEW

Dr Burke, Dr Greggerson, Dr Barnes, and Dr Susan Hoisington discussed the upcoming regular meeting agenda with the Board.

9. **ADJOURNMENT AT 6:34 PM**

President

Secretary

SPLENDORA INDEPENDENT SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES
January 19, 2021
6:30 PM

The trustees of the Splendor Independent School District met at Splendor Independent School District, 23419 FM 2090 Splendor, TX 77372 in the Administration building boardroom on Tuesday, January 19, 2021 for a regular monthly meeting.

1. STRATEGIC DIRECTION - WHY WE EXIST

2. Meeting began at 6:30 **PM. ROLL CALL:** (1) Adam Dietrich - Member (2) Dan Muirhead – Assistant Secretary, (3) Barry Welch – Member, (4) Jason Sessum - Member, (5) Allen Wells - Vice President, (6) Jackie Knott - Secretary, (7) Suzanne Soto - President, and Dr. Jeff Burke – Superintendent

Presiding: Suzanne Soto
Absent: 0

Recording: Jackie Knott

3. INVOCATION by Barry Welch

4. U.S. & STATE OF TEXAS PLEDGE OF ALLEGIANCES

5. GOOD THINGS

Dan Muirhead wanted to extend his appreciation to everyone for the appreciation gifts for Board Recognition month. He said they love seeing “what our kids have done/created for us.”

Adam Dietrich echoed what Dan said and also said thank you.

Jason Sessum said “the gifts are neat but it’s so great being appreciated.”

Suzanne Soto also said thank you for the gifts. She also mentioned attending the HS production of the Charlie Brown play. She said the “students did such a great job.” She’s always impressed with kids who do that.

6. DISTRICT RECOGNITION

A. School Board Recognition Month

7. AUDIENCE - Participants must have signed up prior to Board Meeting start time. Participants may address the Board on any agenda item. Participation is limited to three minutes to make comments to the Board, unless the participant requires the use of a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. Please note the Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted. For further information on these requirements, contact Katie Key, Superintendent Secretary at 281-689-4441.
- No one asked to address the Board.**

8. INFORMATION ITEMS

A. Monthly Police Report

This report was in the Boardbook packet. Chief Weatherly was available for questions.

B. Land and Facilities Committee Update

Board member Allen Wells, a member of the Land and Facilities Committee, gave an update to the Board.

C. Bond Process Discussion

Presentation by Stantec to describe standard board process; further discussion on demographic study and financial impact of potential bond.

9. ADMINISTRATIVE PRESENTATIONS

A. Leadership & Culture Update

Assistant Superintendent Dr Glenn Barnes presented the annual Leadership & Culture update.

10. CONSENT AGENDA ITEMS

- A. Minutes
- B. Financials, Tax Report, Investment Reports and Accounts Payable
- C. Consider Approval of TASB Policy Update 116
- D. Consider Approval of Splendora ISD Education Foundation Teacher Grants

A motion was made by Adam Dietrich, seconded by Jackie Knott to approve the December 3rd special meeting minutes; the December 14 regular meeting minutes, the financials, tax reports, investment and collections reports, and accounts payable in the General Operating Account in the total amount of \$841,129.75, the TASB Policy Update 116 and the Splendora ISD Education Foundation grant checks as presented. Voting for: 7, Against: 0. Motion carried.

11. ACTION ITEMS

A. Consider Student Fees Policy FP (Local) Update

A motion was made by Dan Muirhead, seconded by Allen Wells to approve the Student Fees Policy FP (Local) Update as presented except for one change:

changing the date of February to March. Voting for 6, Against 0, Abstain 1.
Motion carried. **(Adam Dietrich abstained.)**

B. Consider Approval of HB3 Goals

A motion was made by Allen Wells, seconded by Suzanne Soto to approve the HB3 Goals as presented. Voting for: 7, Against 0. Motion carried.

C. Consider Purchase of Two 78 Passenger School Buses

A motion was made by Dan Muirhead, seconded by Jason Sessum to approve the purchase of two 78 passenger school buses. Voting for: 7, Against 0. Motion carried.

12. SUPERINTENDENT'S REPORT

- A. Enrollment
- B. Month-at-a-Glance
- C. Superintendent Evaluation Process Update - Dr Burke asked to move this piece to Closed session.
- D. Miscellaneous

13. CLOSED SESSION ITEMS

"The Board of Trustees will now go into a Closed session. This Closed Session will be held for purposes authorized by the Texas Open Meetings Act, Texas Government Code(s) for Personnel Matters Section 551.074 concerning any and all purposes permitted by the Acts. No voting will take place in the closed meeting. Any action the Board wishes to take as a part of discussions in closed session will take place after the board reconvenes in the open meeting. It is now 8:07 pm."

- A. Personnel - Section 551.074
 - a. Superintendent Evaluation Process Update

BREAK AT 8:07 PM

CLOSED SESSION BEGAN AT 8:16 PM

RECONVENED FROM CLOSED SESSION AT 8:42 PM

14. POSSIBLE ACTION ARISING FROM CLOSED SESSION

No action taken.

15. POSSIBLE AGENDA ITEMS FOR NEXT MEETING

- Curriculum - Gifted & Talented Update
- SISD Police Monthly Report
- Communications Update - Let's Talk
- Activity Fund Audit Update
- SHS Course Catalog
- AFJROTC Report
- Child Nutrition Report
- Approve Administrative Contracts

16. ADJOURN

ADJOURNMENT AT 8:43 PM

President

Secretary

SPLENDORA INDEPENDENT SCHOOL DISTRICT
WORKSHOP MEETING MINUTES
January 28, 2021
5:30 PM

The trustees of the Splendora Independent School District met at Splendora Independent School District, 23419 FM 2090 Splendora, TX 77372 in the Administration building boardroom on Thursday, January 28, 2021 for a workshop meeting.

1. STRATEGIC DIRECTION - WHY WE EXIST
2. Meeting began at **5:33 PM. ROLL CALL:** (1) Adam Dietrich - Member (2) Dan Muirhead – Assistant Secretary, (3) Barry Welch – Member, (4) Jason Sessum - Member, (5) Allen Wells - Vice President, (6) Jackie Knott - Secretary, (7) Suzanne Soto - President, and Dr. Jeff Burke – Superintendent

Presiding: Suzanne Soto Recording: Jackie Knott (arrived at 5:36 pm)
Absent: Dan Muirhead arrived at 5:51 pm and Adam Dietrich arrived at 6:12 pm
3. INVOCATION by Suzanne Soto
4. U.S. & STATE OF TEXAS PLEDGE OF ALLEGIANCES
5. GOOD THINGS

Barry Welch’s good thing was Dr Burke was back in person.
6. AUDIENCE - Participants must have signed up prior to Board Meeting start time. Participants may address the Board on any agenda item. Participation is limited to three minutes to make comments to the Board, unless the participant requires the use of a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. Please note the Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted. For further information on these requirements, contact Katie Key, Superintendent Secretary at 281-689-4441.

No one asked to address the Board.
7. INFORMATION ITEM(S)
 - A. Discuss Potential Bond Process - Joe Morrow from Hilltop Securities presented information on rates.
8. WORKSHOP - Team Trust and Good Governance, EISO Training with Greg Gibson with Moak & Casey.
9. **ADJOURNMENT AT 8:15 PM**

President

Secretary

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
094935	01-21-2021	STRATEGIC EQUIPMENT	210304	3578746	240-35-6399.00-001-199000	REISSUE CK NEVER RECEIVED	-462.47	N
			210304	3578746	240-35-6639.00-001-199000	REISSUE CK NEVER RECEIVED	-547.39	N
			210304	3578746	240-35-6639.00-041-199000	REISSUE CK NEVER RECEIVED	-377.77	N
Totals for Check 094935							-1,387.63	
095853	01-04-2021	ENTERGY	202263	235005487489	168-51-6259.72-999-199000	SKATING RINK ELECTRICITY	445.19	N
			202262	80006415768	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	656.83	N
			202262	135006012091	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	502.15	N
			202262	55006413741	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	164.18	N
			202262	3400003271171	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	961.82	N
			202262	210004548355	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	1,845.32	N
			202262	155005944029	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	219.36	N
			202262	2022277338	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	10,247.64	N
			202262	70006512719	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	1,033.16	N
			202262	135006012092	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	43.89	N
			202262	135006012093	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	6,914.22	N
			202262	395004292515	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	172.56	N
			202262	320003296838	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	350.59	N
			202262	190005173840	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	58.63	N
			202262	325004692384	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	68.85	N
			202262	445003899013	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	204.63	N
			202262	150004965737	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	162.02	N
			202262	395004292516	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	139.13	N
			202262	215005670161	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	5,087.97	N
			202262	2022287848	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	85.76	N
			202262	2022275637	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	18,899.10	N
Totals for Check 095853							48,263.00	
095854	01-07-2021	ALAN HASKINS	000647	01052021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
095855	01-07-2021	AMS OF HOUSTON, LLC	210616	1203689	199-51-6248.77-999-199000	BOILER REPAIR- BURNER	3,048.72	N
095856	01-07-2021	AT&T	202272	28139951804958	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	105.37	N
			202272	28168905120518	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	86.49	N
			202272	28168963113892	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	76.14	N
			202272	28168979759266	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	114.21	N
			202272	28168920980227	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	112.96	N
			202272	28168932136818	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	38.11	N
			202272	28168926936080	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	44.23	N
			202272	28168951983892	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	76.14	N
			202272	28168936436818	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	38.07	N
			202272	28168971282960	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	44.23	N
			202272	28168974305560	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	76.14	N
			202272	28168978266081	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	44.23	N
			202272	28168993305872	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	197.00	N
			202272	28168993315129	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	1,772.68	N
Totals for Check 095856							2,826.00	

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
095857	01-07-2021	AT&T	202271	9601129508	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	569.71	N
			202271	7090239508	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	276.96	N
Totals for Check 095857							846.67	
095858	01-07-2021	AT&T	210924	0592900751001	199-51-6259.71-999-199000	LONG DISTANCE SERVICE	53.27	N
095859	01-07-2021	AT&T	202270	72951751712252	199-51-6259.71-999-199000	DISTRICT PHONE SERVICE	799.89	N
095860	01-07-2021	ATHLETIC SUPPLY INC.	210842	200222	169-36-6299.00-001-191000	WORK OUT GEAR	5,245.00	N
			211030	200217	169-36-6399.30-001-191000	SOCCER EQUIPMENT	1,630.00	N
			210836	199935	169-36-6399.30-001-191000	UA JACKETS	170.00	N
Totals for Check 095860							7,045.00	
095861	01-07-2021	BARRY HIGHTOWER	000646	01052021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	70.00	N
095862	01-07-2021	BETA TECHNOLOGY	210107	645862	199-34-6319.00-999-199000	PO Created by Req: 003577	525.24	N
095863	01-07-2021	BLAKE TORRENCE	000650	01052021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	160.00	N
095864	01-07-2021	BOHO FLOWER MARKET	000658	100000352	199-41-6399.00-702-199000	FLOWERS	50.00	N
095865	01-07-2021	BRANDON CHAPMAN	000644	11202020	199-36-6299.86-001-191000	FOOBALL PLAYOFF 11/20	120.00	N
095866	01-07-2021	BRENT ROBINSON	000649	01052021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	160.00	N
			000652	01022021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	160.00	N
Totals for Check 095866							320.00	
095867	01-07-2021	SPORT SUPPLY GROUP,	211020	910999099	169-36-6399.14-001-191000	TRACK SPIKES	173.00	N
095868	01-07-2021	BURMAX COMPANY	211035	1011807-00	199-11-6399.87-001-122000	COSMETOLOGY SUPPLIES	1,600.47	N
095869	01-07-2021	CASCO AUTO PARTS #2	210074	9151-233972	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	8.63	N
095870	01-07-2021	CENTERPOINT ENERGY	202258	2624185-1	199-51-6259.73-999-199000	DISTRICT GAS	174.06	N
095871	01-07-2021	CHRISTOPHER	000651	01022021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	160.00	N
095872	01-07-2021	CINTAS CORPORATION	210101	4D7DB68656	199-34-6299.00-999-199000	PO Created by Req: 003571	68.43	N
			210101	4D71454405	199-34-6299.00-999-199000	PO Created by Req: 003571	68.43	N
			210041	4071454406	199-51-6299.00-999-199000	MAINTENANCE UNIFORMS	37.21	N
			210041	4072076929	199-51-6299.00-999-199000	MAINTENANCE UNIFORMS	37.21	N
			210041	4070868685	199-51-6299.00-999-199000	MAINTENANCE UNIFORMS	37.21	N
Totals for Check 095872							248.49	
095873	01-07-2021	CMTA, INC	210042	48218	699-81-6629.00-999-199071	NEW ELE. COMMISSIONING	3,267.00	N
095874	01-07-2021	CYNTHIA GIBSON	000645	01052021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	70.00	N
095875	01-07-2021	DEMCO	210796	6863452	199-12-6399.00-105-199000	TLE Library Supplies	1,903.30	N
095876	01-07-2021	DEPT. OF INFORMATION	202274	21111397N	199-51-6259.71-999-199000	LONG DISTANCE SERVICE	402.47	N
095877	01-07-2021	DOMINOS PIZZA	000654	133	169-36-6412.00-001-191000	JH FB MEALS 11/03	329.00	N
095878	01-07-2021	DR. ET & COMPANY LLC	211014	010421	199-13-6299.00-999-125000	ESL & BILINGUAL	800.00	N
095879	01-07-2021	DR. YACOVODONATO	210909	1.04.2021	199-13-6299.00-999-125000	Consultant/Training	3,200.00	N
095880	01-07-2021	DUROTECH, INC.	000662	APP 7 20631-07	199-81-6629.00-001-199081	HS, CATE & AG	592,016.62	N

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
095881	01-07-2021	EAST MONGOMERY CO.	210435	30550092003510	199-51-6259.70-999-199000	WATER/SEWER - TLE	117.50	N
			210435	30550092003520	199-51-6259.70-999-199000	WATER/SEWER - TLE	1,155.32	N
Totals for Check 095881							1,272.82	
095882	01-07-2021	EDGENUITY INC.	210828	784453	244-11-6399.00-001-122000	REMOTE ONLINE CURRICULUM	4,000.00	N
095883	01-07-2021	ELLIOTT ELECTRIC SUP	210077	33-72247-01	199-51-6319.00-999-199000	ELECTRICAL SUPPLIES	18.00	N
			210077	33-72573-01	199-51-6319.00-999-199000	ELECTRICAL SUPPLIES	145.00	N
Totals for Check 095883							163.00	
095884	01-07-2021	EXAMITY INC	211129	SPLE120	199-31-6339.39-001-199039	Proctor Accuplacer	75.00	N
095885	01-07-2021	ACCO BRANDS USA LLC	210999	4715040882	211-11-6399.00-105-130000	GENERAL SUPPLIES	103.98	N
095886	01-07-2021	GOOD PROMOTIONS	000643	10881	199-51-6319.00-999-199000	GAS ISOLATION VALVE SIGN	45.00	N
095887	01-07-2021	GRAINGER	210825	9744185019	199-51-6319.00-999-199000	MISCELLANEOUS ELECTRICAL S	10.42	N
095888	01-07-2021	GRIZZLY INDUSTRIAL,	211052	10350902-01	199-00-1312.00-000-100000	CTE DEPT	959.00	N
095889	01-07-2021	HARDIE'S FRUIT & VEGE	000640	04612410	240-35-6341.00-001-199000	PRODUCE DELIVERY	178.77	N
			000640	04612411	240-35-6341.00-041-199000	PRODUCE DELIVERY	341.12	N
			000640	04612408	240-35-6341.00-101-199000	PRODUCE DELIVERY	118.79	N
			000640	04612407	240-35-6341.00-102-199000	PRODUCE DELIVERY	108.67	N
			000640	04612407	240-35-6341.00-102-199021	PRODUCE DELIVERY	91.75	N
			000640	04612409	240-35-6341.00-104-199000	PRODUCE DELIVERY	122.85	N
			000640	04612412	240-35-6341.00-105-199000	PRODUCE DELIVERY	212.52	N
Totals for Check 095889							1,174.47	
095890	01-07-2021	HEGGERTY PHONEMIC	211111	76353	211-11-6399.00-101-130020	PHONICS AWARENESS	191.17	N
095891	01-07-2021	HIGH POINT	210873	178789	199-33-6399.00-105-199019	PPE	386.20	N
			211104	178189-1	199-51-6399.02-999-199078	DEPARTMENT SUPPLIES	1,957.50	N
			211104	178816-1	199-51-6399.02-999-199078	DEPARTMENT SUPPLIES	1,004.60	N
Totals for Check 095891							3,348.30	
095892	01-07-2021	HOUSTON COMMUNICA	210827	INV823222	199-11-6399.93-105-111000	GENERAL SUPPLIES	358.00	N
095893	01-07-2021	INDUSTRIAL FIRE EQUIP	210025	PS-INV107652	199-51-6249.00-999-199000	FIRE EXTINGUISHER INSPECTIO	636.59	N
			210025	PS-INV107662	199-51-6249.00-999-199000	FIRE EXTINGUISHER INSPECTIO	243.97	N
			210025	PS-INV107666	199-51-6249.00-999-199000	FIRE EXTINGUISHER INSPECTIO	241.72	N
			210025	PS-INV107656	199-51-6249.00-999-199000	FIRE EXTINGUISHER INSPECTIO	362.13	N
			210025	PS-INV107653	199-51-6249.00-999-199000	FIRE EXTINGUISHER INSPECTIO	231.43	N
Totals for Check 095893							1,715.84	
095894	01-07-2021	IRON MOUNTAIN INC	000657	DGMZ764	199-51-6299.00-999-199025	DISTRICT SHREDDING	156.90	N
095895	01-07-2021	ITALIANO'S RESTAURAN	211102	12-16-2020	199-51-6497.00-999-199000	MEETING FOOD	158.92	N
095896	01-07-2021	JASON'S DELI	211105	20121406906004	199-41-6497.00-702-199000	BOARD MEETING FOOD	164.93	N
095897	01-07-2021	JDP	210745	51131	199-61-6299.00-999-199000	Background Checks	2.10	N
095898	01-07-2021	JOHNSON SUPPLY	210698	04247934	199-51-6248.77-999-199000	MISCELLANEOUS HVAC MATERIA	51.48	N
095899	01-07-2021	Kentech Inc.	211101	27287	240-35-6249.00-999-199000	GENERATOR MAINTENANCE	1,335.00	N

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
095900	01-07-2021	KURZ AND COMPANY	000638	011103500013	240-35-6341.00-001-199000	BREAD DELIVERY	208.24	N
			000638	011103500014	240-35-6341.00-041-199000	BREAD DELIVERY	110.70	N
			000638	011103500011	240-35-6341.00-101-199000	BREAD DELIVERY	36.90	N
			000638	011103500012	240-35-6341.00-102-199000	BREAD DELIVERY	55.35	N
Totals for Check 095900							411.19	
095901	01-07-2021	LABATT FOOD SERVICE	000641	12151426	240-35-6341.00-001-199000	FOOD DELIVERY	3,544.45	N
			000641	12151426	240-35-6341.00-001-199021	FOOD DELIVERY	570.70	N
			000641	12151427	240-35-6341.00-041-199000	FOOD DELIVERY	1,005.16	N
			000641	12151427	240-35-6341.00-041-199021	FOOD DELIVERY	292.39	N
			000641	12151423	240-35-6341.00-101-199000	FOOD DELIVERY	1,007.14	N
			000641	12151423	240-35-6341.00-101-199021	FOOD DELIVERY	981.11	N
			000641	12151425	240-35-6341.00-102-199000	FOOD DELIVERY	1,098.88	N
			000641	12151425	240-35-6341.00-102-199021	FOOD DELIVERY	437.66	N
			000641	12151422	240-35-6341.00-105-199000	FOOD DELIVERY	315.48	N
			000641	12151422	240-35-6341.00-105-199021	FOOD DELIVERY	462.26	N
			000641	12151426	240-35-6342.00-001-199000	NONFOOD DELIVERY	266.27	N
			000641	12151426	240-35-6342.00-001-199021	NONFOOD DELIVERY	22.62	N
			000641	12151427	240-35-6342.00-041-199000	NONFOOD DELIVERY	62.14	N
			000641	12151423	240-35-6342.00-101-199000	NONFOOD DELIVERY	12.22	N
			000641	12151423	240-35-6342.00-101-199021	NONFOOD DELIVERY	125.32	N
			000641	12151427	240-35-6342.00-102-199000	NONFOOD DELIVERY	173.13	N
			000641	12151425	240-35-6342.00-102-199021	NONFOOD DELIVERY	173.14	N
			000641	12151422	240-35-6342.00-105-199000	NONFOOD DELIVERY	93.22	N
			000641	12151422	240-35-6342.00-105-199021	NONFOOD DELIVERY	24.44	N
Totals for Check 095901							10,667.73	
095902	01-07-2021	LAKESHORE LEARNING	211083	1620581220	199-11-6399.93-105-111000	Instructional	123.40	N
095903	01-07-2021	LONE STAR A/C	210088	LS1397	199-51-6248.77-999-199000	HVAC SYSTEM MAINT 2020-2021	4,800.00	N
			210087	LS1398	199-51-6248.77-999-199000	ICE MACHINE MAINTENANCE	1,420.00	N
			210135	LS1408	199-51-6248.77-999-199000	AS NEEDED HVAC REPAIRS FOR	1,145.00	N
			210135	LS1409	199-51-6248.77-999-199000	AS NEEDED HVAC REPAIRS FOR	456.00	N
			211033	LS1390	199-51-6629.00-999-199000	REPLACE DUCT HEATER @ ADMI	900.00	N
			000639	LS1402	240-35-6249.00-001-199000	SEMI ANNUAL EQUIP MAINTENAN	910.00	N
			000639	LS1393	240-35-6249.00-041-199000	SEMI ANNUAL EQUIP MAINTENAN	672.00	N
			000639	LS1392	240-35-6249.00-101-199000	SEMI ANNUAL EQUIP MAINTENAN	875.00	N
			000639	LS1391	240-35-6249.00-101-199000	ICE MACHINE REPAIR	510.00	N
			000639	LS1394	240-35-6249.00-102-199000	SEMI ANNUAL EQUIP MAINTENAN	915.00	N
			000639	LS1395	240-35-6249.00-104-199000	SEMI ANNUAL EQUIP MAINTENAN	805.00	N
			000639	LS1396	240-35-6249.00-104-199000	MILK BOX GASKETS	928.00	N
			000639	LS1400	240-35-6249.00-105-199000	SEMI ANNUAL EQUIP MAINTENAN	958.00	N
			000639	LS1399	240-35-6249.00-999-199000	SEMI ANNUAL EQUIP MAINTENAN	420.00	N
			000639	LS1401	240-35-6249.00-999-199000	SEMI ANNUAL EQUIP MAINTENAN	280.00	N
Totals for Check 095903							15,994.00	

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095904	01-07-2021	LONESTAR LEARNING	210653	57916	211-11-6399.00-101-130000	TARGET READING	214.98	N
095905	01-07-2021	MARK'S PLUMBING PAR	210060	INV001916923	199-51-6319.00-999-199000	MISCELLANEOUS PLUMING SUPP	39.60	N
095906	01-07-2021	MATHWARM-UPS.COM	211082	16852	199-11-6399.93-105-111000	Instructional	4,645.00	N
095907	01-07-2021	NEW DAIRY OPCO, LLC	000642	432165263	240-35-6341.00-001-199000	MILK DELIVERY	114.96	N
			000642	432165263	240-35-6341.00-001-199021	MILK DELIVERY	71.85	N
			000642	431736818	240-35-6341.00-041-199000	MILK DELIVERY	107.59	N
			000642	431736818	240-35-6341.00-041-199021	MILK DELIVERY	107.59	N
			000642	432165266	240-35-6341.00-101-199000	MILK DELIVERY	215.37	N
			000642	432165266	240-35-6341.00-101-199021	MILK DELIVERY	277.24	N
			000642	432165267	240-35-6341.00-102-199000	MILK DELIVERY	114.96	N
			000642	432165267	240-35-6341.00-102-199021	MILK DELIVERY	114.96	N
			000642	432165264	240-35-6341.00-104-199000	MILK DELIVERY	165.03	N
			000642	432165264	240-35-6341.00-104-199021	MILK DELIVERY	165.03	N
			000642	432165265	240-35-6341.00-105-199000	MILK DELIVERY	392.28	N
			000642	431991894	240-35-6341.00-105-199000	MILK DELIVERY	95.70	N
			000642	432165265	240-35-6341.00-105-199021	MILK DELIVERY	248.64	N
			000642	431991894	240-35-6341.00-105-199021	MILK DELIVERY	92.85	N
						Totals for Check 095907	2,284.05	
095908	01-07-2021	PIONEER MANUFACTUR	211076	INV774380	199-51-6399.79-999-199091	GAMELINE UNIVERSAL FIELD PAI	766.00	N
095909	01-07-2021	FOUR PZ PIZZA, INC.	210995	11/16 0041	199-41-6497.00-702-199000	BOARD MEETING FOOD	52.94	N
095910	01-07-2021	PORTER HIGH SCHOOL	000655	2/13 PWL	169-36-6499.24-001-191000	BOYS PWL ENTRY FEE	300.00	N
095911	01-07-2021	POTETZ HOME CENTER	210073	I200798395	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	7.59	N
095912	01-07-2021	QUILL CORP.	211064	12830250	199-00-1312.00-000-100000	WHSE/DISTRICT	213.60	N
			211064	12871392	199-00-1312.00-000-100000	WHSE/DISTRICT	148.50	N
			211064	12854935	199-00-1312.00-000-100000	WHSE/DISTRICT	555.13	N
				12830250	199-00-1312.00-000-100000	MERCHANDISE SHORTAGE	-42.72	N
						Totals for Check 095912	874.51	
095913	01-07-2021	REGION 13 EDUCATION	210857	240603	199-21-6411.00-999-199043	EDUPHORIA TRAINING	150.00	N
			210857	240602	199-21-6411.00-999-199043	EDUPHORIA TRAINING	100.00	N
			210908	240604	199-23-6411.00-041-199000	EDUPHORIA WORKSHOP	50.00	N
						Totals for Check 095913	300.00	
095914	01-07-2021	REGION VI - ED. SERV.	000661	049267	211-13-6239.00-999-130020	SCHOOL IMPROVEMENT CONTR	5,000.00	N
095915	01-07-2021	RON TURLEY ASSOCIAT	211051	59864	199-34-6397.00-999-199000	fleet managment software	3,780.00	N
095916	01-07-2021	ROY ADAMS	000653	01022021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
095917	01-07-2021	SADA SYSTEMS, INC.	211117	123039	199-11-6397.00-999-111053	GOOGLE APPS DIRECTORY	2,690.00	N
095918	01-07-2021	SAM'S CLUB DIRECT	202243	DISTRICT	199-00-1312.00-000-100000	WHSE/DISTRICT	1,607.64	N
095919	01-07-2021	SCHOOL SPECIALTY LL	210393	208126751511	199-11-6399.45-104-111000	6TH GRADE ART SUPPLIES	54.05	N
			210248	208125689422	199-12-6399.00-105-199000	Library Lessons	299.98	N
						Totals for Check 095919	354.03	

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095920	01-07-2021	SOUTHERN TIRE MART	210104	4500227315	199-34-6319.00-999-199000	PO Created by Req: 003574	434.00	N
095921	01-07-2021	SYMMETRY ENERGY SO	202259	9090644	199-51-6259.73-999-199000	DISTRICT GAS	5,493.03	N
095922	01-07-2021	TASBO	000659	23839-2021	199-41-6495.00-750-199000	SWANSON MEMBERSHIP DUES	135.00	N
			000659	31883-2021	199-41-6495.00-750-199000	LYNCH MEMBERSHIP DUES	135.00	N
			000659	18905-2021	199-41-6495.00-750-199000	DANIELS MEMBERSHIP DUES	135.00	N
Totals for Check 095922							405.00	
095923	01-07-2021	THE COLLEGE BOARD	211124	ES00016437	199-31-6339.00-001-199039	SATS-12th grade	2,240.00	N
095924	01-07-2021	THOMAS BUS GULF	210915	SIP-02537630	199-34-6319.00-999-199000	Parts	451.73	N
			210915	SIP-02537777	199-34-6319.00-999-199000	Parts	34.20	N
				SIP-02537994	199-34-6319.00-999-199000	Wrong Part	-167.89	N
Totals for Check 095924							318.04	
095925	01-07-2021	THSWPA	000656	GIRLS PWL	169-36-6495.00-001-191000	STATE DUES GIRLS PWL	75.00	N
095926	01-07-2021	TRESONA MULTIMEDIA,	000660	365689	199-11-6299.29-001-111000	CUSTOM ARRANGEMENT	430.00	N
			000660	366276	199-11-6299.29-001-111000	CUSTOM ARRANGEMENT	180.00	N
			000660	365689	199-11-6299.29-001-111000	CUSTOM ARRANGEMENT	1,240.00	N
Totals for Check 095926							1,850.00	
095927	01-07-2021	USA DRINKING FOUNTAI	211068	50019	199-11-6399.93-101-111000	NEW WATER FOUNTAIN	1,677.00	N
095928	01-07-2021	VANESSA SANDLIN	000663	CN ACCT	240-00-5751.00-000-100000	CN ACCT REFUND	10.00	N
095929	01-07-2021	VOSS LIGHTING	211000	44134394-00	199-51-6629.00-999-199000	UPGRADE EXISTING LIGHTS @ C	2,832.00	N
095930	01-07-2021	WALMART	202244		199-00-1312.00-000-100000	WHSE/DISTRICT	3,204.32	N
095931	01-07-2021	WORTH HYDROCHEM O	210474	114325	199-51-6248.77-999-199000	12 MONTHS HVAC WATER TREAT	675.00	N
095932	01-07-2021	WRIGHT EXPRESS FINA	210004	69138129	199-34-6311.00-999-199000	Fuel	300.36	N
095933	01-14-2021	A TO Z SPECIALTIES	211096	25395	199-11-6399.93-101-111000	STAFF SHIRTS	63.00	N
095934	01-14-2021	ALAN HASKINS	000673	01082021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
095935	01-14-2021	ALL POINTS COMMUNIC	211039	39373	199-11-6399.00-001-111000	RADIO CHARGING STATION	203.00	N
095936	01-14-2021	AMAZON CAPITAL	210865	01/04-01/10	199-00-1312.00-000-100000	WHSE/DISTRICT	5,202.90	N
095937	01-14-2021	AMERICAN RED CROSS	211108	22313416	169-36-6299.00-001-191000	COACHING CPR	30.00	N
			211095	22313416	199-11-6399.63-001-122000	FIRST AID/CPR/AED CERT	65.00	N
Totals for Check 095937							95.00	
095938	01-14-2021	HOUSTON PASADENA A	211090	G24649-IN	199-34-6311.00-999-199000	Fuel	11,600.84	N
095939	01-14-2021	BARRY HIGHTOWER	000678	01072021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
			000691	01122021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	70.00	N
Totals for Check 095939							175.00	
095940	01-14-2021	BRYAN ANDERSON	000674	01082021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
095941	01-14-2021	SPORT SUPPLY GROUP,	211161	911262710	169-36-6399.31-001-191000	GOALIE JERSEY	114.00	N
095942	01-14-2021	CASCO AUTO PARTS #2	210074	9151-234747	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	31.98	N
			210074	9151-234704	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	14.88	N
			210074	9151-235023	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	37.83	N
Totals for Check 095942							84.69	

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095943	01-14-2021	CDW GOVERNMENT	211049	5820627	199-11-6398.00-001-111000	PRINTER FOR NIKI	466.89	N
			211097	6154187	199-11-6398.00-999-111053	TRANSCIEVER FOR SERVER	3,289.70	N
			211065	5201678	199-41-6398.00-750-199041	CHROMEBOOK FOR BRIAN	289.05	N
						Totals for Check 095943	4,045.64	
095944	01-14-2021	CEDRIC PATTERSON	000675	01082021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
095945	01-14-2021	CINTAS CORPORATION	210101	4D72D76919	199-34-6299.00-999-199000	PO Created by Req: 003571	68.43	N
			210041	4072695048	199-51-6299.00-999-199000	MAINTENANCE UNIFORMS	37.21	N
			211166	5046853739	199-51-6319.00-999-199000	FIRST AID KIT REFILLS	19.48	N
						Totals for Check 095945	125.12	
095946	01-14-2021	CITIBANK	211162		169-36-6411.00-001-191000	HOTEL ROOMS	320.96	N
			210894		199-36-6412.34-999-199000	ROBOTICS SUPPLIES	117.00	N
			211115		199-41-6399.42-750-199000	PRIORITY MAIL DOCS TO M DEIT	7.75	N
			211055		199-41-6399.42-750-199000	PRIORITY MAIL DOCS TO M DEIT	8.70	N
			210390		199-41-6499.00-701-199000	ZOOM VIRTUAL MEETINGS	42.00	N
			000696		199-53-6299.00-999-199000	GODADDY- TECHNOLOGY	190.53	N
			000696		199-53-6497.00-999-199000	WINTER LUNCH AND LEAN	315.10	N
						Totals for Check 095946	1,002.04	
095947	01-14-2021	CITY OF SPLENDORA	202260	08017201262000	199-51-6259.73-999-199000	DISTRICT GAS	842.70	N
095948	01-14-2021	CITY OF SPLENDORA-W	202261	08016104451500	168-51-6259.70-999-199000	DISTRICT WATER	93.85	N
			202261	08016104451000	199-51-6259.70-999-199000	DISTRICT WATER	189.92	N
			202261	08016104451550	199-51-6259.70-999-199000	DISTRICT WATER	152.18	N
			202261	08016104452000	199-51-6259.70-999-199000	DISTRICT WATER	186.68	N
			202261	08016104460500	199-51-6259.70-999-199000	DISTRICT WATER	1,846.06	N
						Totals for Check 095948	2,468.69	
095949	01-14-2021	CLARKE DISTRIBUTING	210850	372292	169-36-6399.28-001-191000	TENNIS EQUIPMENT	338.00	N
095950	01-14-2021	CLINTON RYANS	000676	01072021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
095951	01-14-2021	CONROE INDEPENDENT	211113	10276	224-93-6492.00-999-123000	RDSPD Students	22,535.00	N
095952	01-14-2021	CONROE WELDING SUP	202215	R11202463	199-11-6269.61-001-122000	BOTTLE RENTAL	182.90	N
			202215	R12202467	199-11-6269.61-001-122000	BOTTLE RENTAL	182.90	N
			210113	R12202469	199-34-6319.00-999-199000	PO Created by Req: 003583	7.20	N
			210069	R 12202468	199-51-6319.00-999-199000	CO2 CYLINDERS	17.70	N
						Totals for Check 095952	390.70	
095953	01-14-2021	CYNTHIA GIBSON	000679	01072021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
095954	01-14-2021	DARREN SEYMOUR	000694	01122021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	160.00	N
095955	01-14-2021	DRAMATISTS PLAY SER	000671	00000666190	199-36-6399.23-001-199000	PERFORMANCE RIGHTS	240.00	N
095956	01-14-2021	DUKESYS	211045	7351	199-51-6249.00-999-199000	MISCELLANEOUS SERVICE CALL	272.50	N
095957	01-14-2021	EDUCATIONAL THERAP	210584	OTDECSISD	199-11-6299.00-999-123023	OT Services	1,762.50	N
095958	01-14-2021	FRONTLINE TECHNOLO	210430	INVESP10900	199-11-6299.00-999-123000	TSBS	710.11	N
095959	01-14-2021	GAGGLE.NET INC	210586	40842	199-11-6397.00-999-111053	ARCHIVING EMAILS	13,485.00	N

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095960	01-14-2021	GOLDEN TRIANGLE TAS	000690	12142020	169-36-6294.00-001-191000	SOCCER SCRIMMAGE	100.00	N
095961	01-14-2021	GOOD PROMOTIONS	211172	9644	199-34-6319.00-999-199000	Sign & Baners	465.00	N
			210814	10296	199-51-6319.00-999-199000	Uniform JACKETS	574.00	N
			210815	10287	199-51-6399.79-999-199091	PARKING SIGNS	70.00	N
Totals for Check 095961							1,109.00	
095962	01-14-2021	GOWAN INC.	211149	910013624	199-51-6248.77-999-199000	HVAC ISSUES AT GLE	4,373.84	N
095963	01-14-2021	GRADIENT GROUP, LLC	000682	GG-412	699-81-6629.00-999-199071	TLE BOND	5,953.28	N
095964	01-14-2021	HAND2MIND, INC.	211084	60289306	199-11-6399.93-105-111000	Instructional	547.80	N
095965	01-14-2021	HARDIE'S FRUIT & VEGE	000667	04623854	240-35-6341.00-001-199000	PRODUCE DELIVERY	379.41	N
			000667	04623855	240-35-6341.00-041-199000	PRODUCE DELIVERY	340.98	N
			000667	04623851	240-35-6341.00-101-199000	PRODUCE DELIVERY	365.78	N
			000667	04623850	240-35-6341.00-102-199000	PRODUCE DELIVERY	308.82	N
			000667	04623850	240-35-6341.00-102-199021	PRODUCE DELIVERY	193.00	N
			000667	04623852	240-35-6341.00-104-199000	PRODUCE DELIVERY	264.93	N
			000667	04623852	240-35-6341.00-104-199021	PRODUCE DELIVERY	202.00	N
			000667	04623856	240-35-6341.00-105-199000	PRODUCE DELIVERY	430.55	N
			000667	04623856	240-35-6341.00-105-199021	PRODUCE DELIVERY	171.00	N
Totals for Check 095965							2,656.47	
095966	01-14-2021	HEGGERTY PHONEMIC	210946	74085	211-11-6399.00-101-130020	CURRICULUM DEVELOPMENT	181.16	N
095967	01-14-2021	HIGH POINT	211104	178189-2	199-51-6399.02-999-199078	DEPARTMENT SUPPLIES	2,084.97	N
			000670	175856	240-35-6342.00-999-199000	CHEMICAL DELIVERY	1,273.59	N
			000670	179215	240-35-6342.00-999-199000	CHEMICAL DELIVERY	832.96	N
			000670	175856	240-35-6399.00-999-199000	KITCHEN SUPPLIES	1,301.44	N
Totals for Check 095967							5,492.96	
095968	01-14-2021	HOME DEPOT CREDIT S	000672	2101919	199-11-6499.99-999-111000	CONSTRUCTION TRADES ACTIVI	80.36	N
			000672	2101919	199-11-6499.99-999-111000	CONSTRUCTION TRADES ACTIVI	166.14	N
			000672	1325922	199-11-6499.99-999-111000	CONSTRUCTION TRADES ACTIVI	14.87	N
			000672	1364995	199-11-6499.99-999-111000	CONSTRUCTION TRADES ACTIVI	50.97	N
			000672	1741744	199-11-6499.99-999-111000	CONSTRUCTION TRADES ACTIVI	7.20	N
			000672	1928796	199-11-6499.99-999-111000	CONSTRUCTION TRADES ACTIVI	79.90	N
			000672	8792460	199-11-6499.99-999-111000	CONSTRUCTION TRADES ACTIVI	199.00	N
			210068	3520290	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	51.84	N
			210068	6531009	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	28.94	N
			210068	6971398	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	277.00	N
			210068	2521345	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	36.47	N
			210068	7521751	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	46.07	N
			210830	2110443	199-51-6399.02-999-199078	DEPARTMENT SUPPLIES	59.94	N
			210401	2110442	240-35-6399.00-999-199000	KITCHEN SUPPLIES	44.93	N
			210401	2110446	240-35-6399.00-999-199000	KITCHEN SUPPLIES	11.97	N
Totals for Check 095968							1,155.60	
095969	01-14-2021	HOUSTON CHRONICLE	000684	34077818	199-41-6491.00-750-199000	DISTRICT LEGAL NOTICE	1,004.75	N

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095970	01-14-2021	HOUSTON FOOD BANK	000669	XAO-021904-1	240-35-6341.00-999-199000	FOOD DELIVERY	891.05	N
095971	01-14-2021	HTS, Inc. Consultants	211173	41813	199-81-6629.00-001-199081	GEOTECHNICAL INVESTIGATION	714.75	N
095972	01-14-2021	JASON MORRIS	000693	01122021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
095973	01-14-2021	JOEY HOWARD	000677	01072021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
			000692	01122021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	70.00	N
Totals for Check 095973							175.00	
095974	01-14-2021	JW PEPPER & SON INC.	211164	250680335	199-11-6399.29-001-111000	SHEET MUSIC	29.95	N
			211164	272808151	199-11-6399.29-001-111000	SHEET MUSIC	12.99	N
			211164	362501566	199-11-6399.29-001-111000	SHEET MUSIC	129.99	N
			211164	362912876	199-11-6399.29-001-111000	SHEET MUSIC	60.00	N
			211164	363117168	199-11-6399.29-001-111000	SHEET MUSIC	18.49	N
			211164	363118113	199-11-6399.29-001-111000	SHEET MUSIC	37.50	N
			211164	363119559	199-11-6399.29-001-111000	SHEET MUSIC	57.98	N
			211164	363121112	199-11-6399.29-001-111000	SHEET MUSIC	85.92	N
			211164	363126359	199-11-6399.29-001-111000	SHEET MUSIC	7.50	N
			211164	363131249	199-11-6399.29-001-111000	SHEET MUSIC	15.00	N
			211164	363133849	199-11-6399.29-001-111000	SHEET MUSIC	13.50	N
Totals for Check 095974							468.82	
095975	01-14-2021	K&R PROPANE	210099	024186	199-34-6311.00-999-199000	PO Created by Req: 003569	1,450.00	N
095976	01-14-2021	KURZ AND COMPANY	000664	111100050003	240-35-6341.00-001-199000	BREAD DELIVERY	147.03	N
			000664	111100050005	240-35-6341.00-104-199000	BREAD DELIVERY	60.74	N
			000664	111100050002	240-35-6341.00-105-199000	BREAD DELIVERY	66.56	N
Totals for Check 095976							274.33	
095977	01-14-2021	LABATT FOOD SERVICE	000668	01056777	240-35-6341.00-001-199000	FOOD DELIVERY	45.97	N
			000668	01056778	240-35-6341.00-001-199000	FOOD DELIVERY	2,805.69	N
			000668	01056778	240-35-6341.00-001-199021	FOOD DELIVERY	452.06	N
			000668	01056779	240-35-6341.00-041-199000	FOOD DELIVERY	1,600.00	N
			000668	01056779	240-35-6341.00-041-199021	FOOD DELIVERY	659.66	N
			000668	01056775	240-35-6341.00-101-199000	FOOD DELIVERY	659.54	N
			000668	01056775	240-35-6341.00-101-199021	FOOD DELIVERY	506.47	N
			000668	01056776	240-35-6341.00-102-199000	FOOD DELIVERY	1,314.08	N
			000668	01056776	240-35-6341.00-102-199021	FOOD DELIVERY	408.08	N
			000668	01056780	240-35-6341.00-104-199000	FOOD DELIVERY	1,482.67	N
			000668	01056780	240-35-6341.00-104-199021	FOOD DELIVERY	431.12	N
			000668	01056774	240-35-6341.00-105-199000	FOOD DELIVERY	1,087.06	N
			000668	01056774	240-35-6341.00-105-199021	FOOD DELIVERY	1,121.75	N
			000668	01056778	240-35-6342.00-001-199000	NONFOOD DELIVERY	266.99	N
			000668	01056778	240-35-6342.00-001-199021	NONFOOD DELIVERY	51.37	N
			000668	01056779	240-35-6342.00-041-199000	NONFOOD DELIVERY	209.02	N
			000668	01056779	240-35-6342.00-041-199021	NONFOOD DELIVERY	209.01	N
			000668	01056775	240-35-6342.00-101-199000	NONFOOD DELIVERY	183.17	N
			000668	01056775	240-35-6342.00-101-199021	NONFOOD DELIVERY	108.81	N
			000668	01056776	240-35-6342.00-102-199000	NONFOOD DELIVERY	124.83	N

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			000668	01056776	240-35-6342.00-102-199021	NONFOOD DELIVERY	124.84	N
			000668	01056780	240-35-6342.00-104-199000	NONFOOD DELIVERY	205.06	N
			000668	01056780	240-35-6342.00-104-199021	NONFOOD DELIVERY	205.06	N
			000668	01056774	240-35-6342.00-105-199000	NONFOOD DELIVERY	185.44	N
			000668	01056774	240-35-6342.00-105-199021	NONFOOD DELIVERY	98.41	N
						Totals for Check 095977	14,546.16	
095978	01-14-2021	LEHMAN'S PIPES AND S	211135	4763	199-11-6399.67-001-122000	WORK BENCH STEEL	927.95	N
095979	01-14-2021	LUMENKIND, LLC	211159	1093	199-41-6299.00-702-199000	STRATEGIC CONSULTING	4,000.00	N
095980	01-14-2021	MARCUS SCHULZ	000685	12/17-19/2020	169-36-6411.00-001-191000	FB STATE PLAYOFFS 1-4A	358.00	N
			000685	01/14-16/2021	169-36-6411.00-001-191000	FB STATE PLAYOFFS 5-6A	358.00	N
						Totals for Check 095980	716.00	
095981	01-14-2021	MCCOY CORPORATION	210067	9883511	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	318.87	N
			210067	9883515	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	83.86	N
			210067	9884213	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	12.19	N
			210067	9883468	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	1,043.66	N
						Totals for Check 095981	1,458.58	
095982	01-14-2021	MICRO INTEGRATION IN	210728	221007	199-11-6397.00-101-111000	PCE PHONE	276.15	N
			210694	221006	199-41-6399.00-750-199000	PHONES FOR ADM.	552.30	N
						Totals for Check 095982	828.45	
095983	01-14-2021	EMMANOUIL STASINOS	000687	12142020	169-36-6294.00-001-191000	SOCCER OFFICIAL	45.00	N
095984	01-14-2021	MOAK, CASEY & ASSOCI	211143		199-41-6299.00-701-199000	CONSORTIUM IMPROVEMENT DU	800.00	N
095985	01-14-2021	MORGAN LIVESTOCK E	210848	2021-011	244-11-6399.00-001-122000	DIGITAL SCALES UPGRADE	3,278.00	N
095986	01-14-2021	NATIONAL SCHOOL FOR	211125	44258	199-34-6319.00-999-199000	Inspections Books	1,392.36	N
095987	01-14-2021	READY REFRESH BY NE	202273	00L0125015016	199-41-6399.00-750-199000	OFFICE WATER	3.24	N
095988	01-14-2021	NEW DAIRY OPCO, LLC	000665	434599057	240-35-6341.00-001-199000	MILK DELIVERY	87.51	N
			000665	434086755	240-35-6341.00-001-199000	MILK DELIVERY	287.10	N
			000665	428100345	240-35-6341.00-001-199000	MILK DELIVERY	52.50	N
			000665	421997821	240-35-6341.00-001-199000	MILK DELIVERY	229.47	N
			000665	434599057	240-35-6341.00-001-199021	MILK DELIVERY	68.00	N
			000665	434086755	240-35-6341.00-001-199021	MILK DELIVERY	235.45	N
			000665	434599060	240-35-6341.00-101-199000	MILK DELIVERY	86.15	N
			000665	434345835	240-35-6341.00-101-199000	MILK DELIVERY	179.48	N
			000665	434086754	240-35-6341.00-101-199000	MILK DELIVERY	186.63	N
			000665	428226148	240-35-6341.00-101-199000	MILK DELIVERY	313.65	N
			000665	434599060	240-35-6341.00-101-199021	MILK DELIVERY	131.14	N
			000665	434345835	240-35-6341.00-101-199021	MILK DELIVERY	276.97	N
			000665	434086754	240-35-6341.00-101-199021	MILK DELIVERY	515.78	N
			000665	434599061	240-35-6341.00-102-199000	MILK DELIVERY	129.05	N
			000665	434345836	240-35-6341.00-102-199000	MILK DELIVERY	215.13	N
			000665	434086752	240-35-6341.00-102-199000	MILK DELIVERY	186.41	N
			000665	434599061	240-35-6341.00-102-199021	MILK DELIVERY	219.01	N
			000665	434345836	240-35-6341.00-102-199021	MILK DELIVERY	395.70	N

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			000665	434086752	240-35-6341.00-102-199021	MILK DELIVERY	262.09	N	
			000665	434345834	240-35-6341.00-104-199000	MILK DELIVERY	229.69	N	
			000665	434086757	240-35-6341.00-104-199000	MILK DELIVERY	114.23	N	
			000665	434345834	240-35-6341.00-104-199021	MILK DELIVERY	458.45	N	
			000665	434086757	240-35-6341.00-104-199021	MILK DELIVERY	114.24	N	
			000665	434599059	240-35-6341.00-105-199000	MILK DELIVERY	133.88	N	
			000665	434086758	240-35-6341.00-105-199000	MILK DELIVERY	373.07	N	
			000665	434599059	240-35-6341.00-105-199021	MILK DELIVERY	111.93	N	
			000665	434086758	240-35-6341.00-105-199021	MILK DELIVERY	340.29	N	
						Totals for Check 095988	5,933.00		
095989	01-14-2021	O'REILY AUTOMOTIVE S	211092	0439-144972	199-34-6319.00-999-199000	Parts	51.26	N	
			211092	0439-145002	199-34-6319.00-999-199000	Parts	95.76	N	
			211092	0439-148054	199-34-6319.00-999-199000	Parts	78.86	N	
			211092	0439-148245	199-34-6319.00-999-199000	Parts	8.21	N	
			211092	0439-148834	199-34-6319.00-999-199000	Parts	186.37	N	
			211092	0439-150436	199-34-6319.00-999-199000	Parts	39.98	N	
			211092	0439-150866	199-34-6319.00-999-199000	Parts	189.00	N	
			211092	0439-151204	199-34-6319.00-999-199000	Parts	195.20	N	
					199-34-6319.00-999-199000	ERN BACK FOR ORDERING ONLI	-5.88	N	
				0439-151321	199-34-6319.00-999-199000	Wrong Part	-1.62	N	
				0439-148316	199-34-6319.00-999-199000	Wrong Part	-593.48	N	
						Totals for Check 095989	243.66		
095990	01-14-2021	OTICON INC	210804	29469	199-11-6398.00-999-123023	Oticon Repair on Hearing devic	160.00	N	
095991	01-14-2021	PASCO INC.	210358	20-2508	240-35-6399.00-105-199000	KITCHEN EQUIPMENT	3,160.14	N	
095992	01-14-2021	PINNACLE MEDICAL MA	211128	84837	199-34-6218.00-999-199000	Physical and Drug testing	810.00	N	
			211128	86173	199-34-6218.00-999-199000	Physical and Drug testing	45.00	N	
			211128	86208	199-34-6218.00-999-199000	Physical and Drug testing	60.00	N	
						Totals for Check 095992	915.00		
095993	01-14-2021	PRO-ED	211053	2860554	199-11-6399.00-999-137000	Protocols	1,157.20	N	
095994	01-14-2021	PS LIGHTWAVE, INC.	210164	RC00072056	199-11-6299.00-999-111053	HIGH SPEED INTERNET	5,000.00	N	
095995	01-14-2021	PRODUCTION TOOLING	211061	6881572	199-11-6399.67-001-122000	MACHINING LAB SUPPLIES	1,490.55	N	
095996	01-14-2021	REGION 10 EDUCATION	210682	170038	199-31-6399.00-001-199000	FOREIGN TRANSCRIPT BOOKS	75.00	N	
095997	01-14-2021	REGION VI - ED. SERV.	211009	049386	199-13-6411.00-001-122000	NCCER TRAINER TRAINING	100.00	N	
			211009	049387	199-13-6411.00-001-122000	NCCER TRAINER TRAINING	100.00	N	
				210758	049177	199-13-6411.00-999-123023	XBass Assessment	90.00	N
				211040	049243	199-13-6411.00-999-137000	PD	175.00	N
				000697	049244	199-13-6411.00-999-137000	PD	175.00	N
						Totals for Check 095997	640.00		
095998	01-14-2021	ALLIED WASTE SERVICE	210148	0853006167664	199-51-6259.75-999-199000	20-21 DISTRICT DUMPSTERS	4,726.36	N	
095999	01-14-2021	RIVER OAKS ACADEMY	210529	4130	224-11-6299.00-999-123000	Off Campus Student Placement	5,500.00	N	

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096000	01-14-2021	ROLAND WILLIAMS	000688	01082021	169-36-6294.00-001-191000	SOCCER OFFICIAL	175.00	N
096001	01-14-2021	RON MAYFIELD	000695	01122021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	160.00	N
096002	01-14-2021	RONNIE MUDD	000686	12142020	169-36-6294.00-001-191000	SOCCER OFFICIAL	45.00	N
096003	01-14-2021	SOUTHERN FLORAL	202214	118767	199-11-6399.68-001-122000	FLORAL LAB SUPPLIES	231.29	N
096004	01-14-2021	STACEY CAIN	000681	010421SJH	199-13-6291.00-041-199000	PD 8TH GRADE 01/04/21	425.00	N
096005	01-14-2021	STANTEC ARCHITECTU	000683	1738043	699-81-6629.00-999-199071	NEW ELEMENTARY	1,725.20	N
096006	01-14-2021	TASA	211158	136489	199-13-6411.00-001-111000	ASPIRING SUPERINTENDENTS A	250.00	N
			211142	136244	199-13-6411.00-105-199000	Superintendent Academy	250.00	N
			211157	136502	199-23-6411.00-041-199000	VIRTUAL ASPIRING SUP. ACAD.	250.00	N
						Totals for Check 096006	750.00	
096007	01-14-2021	TEMPUS NOVA, LLC	211138	7453	199-31-6399.00-001-199000	GOOGLE VOICE ACCOUNT	27.68	N
096008	01-14-2021	TEXAS OPERATIONS &	210028	84126	199-51-6259.74-999-199000	WATER/WWTP SUBSTITUTE	1,414.00	N
			210028	85061	199-51-6259.74-999-199000	WATER/WWTP SUBSTITUTE	2,250.00	N
			210028	86404	199-51-6259.74-999-199000	WATER/WWTP SUBSTITUTE	3,118.00	N
						Totals for Check 096008	6,782.00	
096009	01-14-2021	TEXAS SKYWARD USER	210720	09202005280537	199-31-6411.00-999-199000	USER GROUP CONFERENCE	350.00	N
			210720	09202005270536	199-31-6411.00-999-199000	USER GROUP CONFERENCE	350.00	N
						Totals for Check 096009	700.00	
096010	01-14-2021	TEXAS TOP COP SHOP	211144	57669	199-52-6395.00-999-199000	PD Uniforms	1,455.69	N
			211144	57667	199-52-6395.00-999-199000	PD Uniforms	1,264.00	N
			211144	57673	199-52-6395.00-999-199000	PD Uniforms	299.90	N
						Totals for Check 096010	3,019.59	
096011	01-14-2021	THOMAS BUS GULF	210915	SIP-02537477	199-34-6319.00-999-199000	Parts	320.24	N
				SIP-02538045	199-34-6319.00-999-199000	Wrong Part	-243.40	N
						Totals for Check 096011	76.84	
096012	01-14-2021	THSPA	000680	BOYS PWL	169-36-6495.00-001-191000	STATE DUES BOYS PWL	75.00	N
096013	01-14-2021	TROY BOLSER	000689	01082021	169-36-6294.00-001-191000	SOCCER OFFICIAL	110.00	N
096014	01-14-2021	WOODLANDS TROPHIES	210972	7080	199-11-6399.98-104-111000	ATTENDANCE TROPHIES	187.00	N
096015	01-14-2021	YUMI ICE CREAM CO., IN	000666	23425861	240-35-6341.00-101-199000	ICE CREAM DELIVERY	133.44	N
			000666	23425862	240-35-6341.00-102-199000	ICE CREAM DELIVERY	158.40	N
			000666	23425864	240-35-6341.00-104-199000	ICE CREAM DELIVERY	168.00	N
			000666	23425860	240-35-6341.00-105-199000	ICE CREAM DELIVERY	60.48	N
						Totals for Check 096015	520.32	
096016	01-21-2021	ACME ARCHITECTURAL	210065	5421760	199-51-6319.00-999-199000	DOOR REPAIR SUPPLIES	58.10	N
096017	01-21-2021	ALEXIS WHEELER	000715	01142021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
096018	01-21-2021	APOLINAR RODRIGUEZ	000705	01122021	169-36-6294.00-001-191000	SOCCER OFFICIAL	110.00	N
096019	01-21-2021	BARRY HIGHTOWER	000717	01142021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
096020	01-21-2021	BILLY ROSS JR.	000709	01152021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	70.00	N
			000714	01142021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
						Totals for Check 096020	175.00	

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096021	01-21-2021	CASCO AUTO PARTS #2	210074	9151-235072	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	28.97	N
			210074	9151-235138	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	11.99	N
Totals for Check 096021							40.96	
096022	01-21-2021	CDW GOVERNMENT	210793	6202433	199-00-1312.00-000-100000	WHSE/DISTRICT	132.75	N
			210793	5962344	199-00-1312.00-000-100000	WHSE/DISTRICT	531.00	N
Totals for Check 096022							663.75	
096023	01-21-2021	CHARLES COLSTON	000703	09042020	169-36-6294.00-001-191000	FOOTBALL OFFICIAL	120.00	N
096024	01-21-2021	CHONDRA BEATY	000716	01142021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
096025	01-21-2021	CHRISTOPHER	000712	01152021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
096026	01-21-2021	CLEVELAND ROTARY	000720	BSBALL 3/4-6	169-36-6499.16-001-191000	ROTARY BASEBALL TOURNAMEN	250.00	N
096027	01-21-2021	COCISD	000721	BSBALL 3/11-13	169-36-6499.16-001-191000	JV BSBALL TOURNAMENT	275.00	N
096028	01-21-2021	CROSBY HIGH SCHOOL	000718	BASEBALL2/25-	169-36-6499.16-001-191000	BASEBALL WEEK 1 SOPH TOURN	350.00	N
			000718	BASEBALL2/25-	169-36-6499.16-001-191000	BASEBALL WEEK 1 JV TOURNAM	350.00	N
Totals for Check 096028							700.00	
096029	01-21-2021	DARREN MCDANIEL	000699	09042020	169-36-6294.00-001-191000	FOOTBALL OFFICIAL	120.00	N
096030	01-21-2021	DE LAGE LANDEN FINAN	000733	70659758	169-36-6269.00-001-191000	ATHLETICS	138.52	N
			000733	70659758	199-11-6269.00-001-111000	SHS	609.83	N
			000733	70659758	199-11-6269.00-001-111039	ECHS	135.37	N
			000733	70659758	199-11-6269.00-001-122000	CATE	34.63	N
			000733	70659758	199-11-6269.00-041-111000	SJH	371.29	N
			000733	70659758	199-11-6269.00-101-111000	PCE	220.16	N
			000733	70659758	199-11-6269.00-102-111000	GLE	220.16	N
			000733	70659758	199-11-6269.00-104-111000	PWE	220.16	N
			000733	70659758	199-11-6269.00-105-111000	TLE	233.40	N
			000733	70659758	199-11-6269.00-999-111000	ISS FRONT	82.80	N
			000733	70659758	199-21-6269.00-999-123023	ISS SPED	114.85	N
			000733	70659758	199-23-6269.00-001-199000	SHS FRONT	194.61	N
			000733	70659758	199-23-6269.00-001-199000	SHS COUNSELOR	79.76	N
			000733	70659758	199-23-6269.00-041-199000	SJH FRONT	114.85	N
			000733	70659758	199-23-6269.00-101-199000	PCE FRONT	114.85	N
			000733	70659758	199-23-6269.00-102-199000	GLE FRONT	114.85	N
			000733	70659758	199-23-6269.00-104-199000	PWE FRONT	114.85	N
			000733	70659758	199-23-6269.00-105-199000	TLE	118.45	N
			000733	70659758	199-34-6269.00-999-199000	TRANSPORTATION	114.85	N
			000733	70659758	199-41-6269.00-750-199000	ADMIN	197.65	N
			000733	70659758	199-51-6269.00-999-199000	MAINTENANCE	52.74	N
			000733	70659758	199-51-6269.00-999-199025	WHSE	34.63	N
			000733	70659758	199-52-6269.00-999-199000	POLICE	34.63	N
			000733	70659758	199-53-6269.00-999-199000	TECHNOLOGY	34.63	N
			000733	70659758	240-35-6269.00-999-199000	FOOD SERVICE	52.74	N
Totals for Check 096030							3,755.26	

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096031	01-21-2021	DUKE'S EQUIPMENT SE	000729	45768	240-35-6249.00-104-199000	FOOD WARMER REPAIR	896.19	N
096032	01-21-2021	DXI INDUSTRIES INC.	210018	DE05010873-20	199-51-6259.74-999-199000	CHLORINE CYLINDERS	90.00	N
096033	01-21-2021	EASTEX ENVIRONMENT	210996	C21A352	199-51-6259.74-999-199000	COLIFORM SAMPLING AND ANAL	125.00	N
096034	01-21-2021	EDUCATOR'S DEPOT	211099	13591	199-00-1312.00-000-100000	WHSE/ADM	392.94	N
096035	01-21-2021	ELLIOTT ELECTRIC SUP	210077	33-75-228-01	199-51-6319.00-999-199000	ELECTRICAL SUPPLIES	31.75	N
			210077	33-75228-02	199-51-6319.00-999-199000	ELECTRICAL SUPPLIES	28.87	N
			210077	33-75376-01	199-51-6319.00-999-199000	ELECTRICAL SUPPLIES	642.25	N
			210077	33-75624-01	199-51-6319.00-999-199000	ELECTRICAL SUPPLIES	270.62	N
			210077	33-75624-02	199-51-6319.00-999-199000	ELECTRICAL SUPPLIES	218.42	N
			210077	33-75818-01	199-51-6319.00-999-199000	ELECTRICAL SUPPLIES	250.00	N
						Totals for Check 096035	1,441.91	
096036	01-21-2021	ENERTEX NB LLC	210408	400650	199-51-6259.73-999-199000	GAS - TLE	358.14	N
096037	01-21-2021	FLINN SCIENTIFIC, INC	210964	2525960	211-11-6399.00-101-130020	SCIENCE LAB	110.77	N
096038	01-21-2021	GAILYN WELLS	000711	01152021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
096039	01-21-2021	GBI INK	211126	14046	199-34-6319.00-999-199000	Jackets	222.00	N
096040	01-21-2021	GTT GENERAL CONTRA	000734	APP. 5	199-81-6629.00-101-199085	PCE RENOVATIONS	152,440.10	N
			000734	APP. 5	199-81-6629.00-102-199085	GLE RENOVATIONS	18,797.08	N
						Totals for Check 096040	171,237.18	
096041	01-21-2021	HARDIE'S FRUIT & VEGE	000731	04623860	240-35-6341.00-001-199000	PRODUCE DELIVERY	103.58	N
			000731	04623862	240-35-6341.00-041-199000	PRODUCE DELIVERY	332.31	N
			000731	04623858	240-35-6341.00-101-199000	PRODUCE DELIVERY	406.27	N
				04623858	240-35-6341.00-101-199000	CREDIT - POOR QUALITY	-34.00	N
			000731	04623858	240-35-6341.00-101-199021	PRODUCE DELIVERY	166.98	N
			000731	04623857	240-35-6341.00-102-199000	PRODUCE DELIVERY	191.76	N
				04623857	240-35-6341.00-102-199000	CREDIT - POOR QUALITY	-25.50	N
			000731	04623857	240-35-6341.00-102-199021	PRODUCE DELIVERY	66.30	N
			000731	04623859	240-35-6341.00-104-199000	PRODUCE DELIVERY	219.58	N
				04623859	240-35-6341.00-104-199000	CREDIT - POOR QUALITY	-42.50	N
			000731	04623863	240-35-6341.00-105-199000	PRODUCE DELIVERY	523.60	N
				04623863	240-35-6341.00-105-199000	CREDIT - POOR QUALITY	-68.00	N
			000731	04623863	240-35-6341.00-105-199021	PRODUCE DELIVERY	193.48	N
						Totals for Check 096041	2,033.86	
096042	01-21-2021	HEINEMANN	211123	7281539	199-11-6399.00-999-130043	FOUNTAS/READING MINILESSON	435.60	N
096043	01-21-2021	HIGH POINT	210515	179464	199-51-6399.00-999-199078	PUBLIC SUPPLIES	581.50	N
			210808	179464	199-51-6399.00-999-199078	PUBLIC SUPPLIES	1,493.00	N
			211104	179348	199-51-6399.02-999-199078	DEPARTMENT SUPPLIES	267.84	N
			211104	179464	199-51-6399.02-999-199078	DEPARTMENT SUPPLIES	1,683.30	N
			000730	178215-2	240-35-6342.00-999-199000	TRASH LINER DELIVERY	884.00	N
						Totals for Check 096043	4,909.64	
096044	01-21-2021	HUFFMAN-HARGRAVE A	000723	02/22 GOLF	169-36-6499.25-001-191000	BOYS GOLF TOURN ENTRY	40.00	N

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096045	01-21-2021	HUFFMAN-HARGRAVE A	000723	03/02 GOLF	169-36-6499.25-001-191000	BOYS GOLF TOURN ENTRY	200.00	N
096046	01-21-2021	HUMBLE HIGH SCHOOL	000722	VARSITY	169-36-6499.16-001-191000	VARSITY BSBALL TOURNAMENT	200.00	N
096047	01-21-2021	HUMBLE ISD ATHLETICS	000741	TENNIS ENTRY	169-36-6499.27-001-191000	TENNIS	100.00	N
096048	01-21-2021	HUNTSVILLE GOLF BOO	000726	GOLF ENTRY	169-36-6499.25-001-191000	BOYS GOLF TOURN ENTRY	100.00	N
096049	01-21-2021	INSTRUCTIONAL COACH	000738	10044	199-21-6411.00-999-199043	COHORT IV INSTRUCTIONAL COA	2,985.00	N
096050	01-21-2021	JOEY HOWARD	000710	01152021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	70.00	N
096051	01-21-2021	JULIAN ALVAREZ	000702	09042020	169-36-6294.00-001-191000	FOOTBALL OFFICIAL	120.00	N
096052	01-21-2021	KEVIN LYNCH	000736	12/17/2020	199-41-6411.00-750-199000	DAYTON 12/17	41.29	N
096053	01-21-2021	KURZ AND COMPANY	000727	111100120012	240-35-6341.00-001-199000	BREAD DELIVERY	199.72	N
			000727	111100120013	240-35-6341.00-041-199000	BREAD DELIVERY	152.50	N
			000727	111100050004	240-35-6341.00-041-199000	BREAD DELIVERY	55.35	N
			000727	111100120011	240-35-6341.00-102-199000	BREAD DELIVERY	31.08	N
			000727	111100120010	240-35-6341.00-105-199000	BREAD DELIVERY	51.66	N
						Totals for Check 096053	490.31	
096054	01-21-2021	LABATT FOOD SERVICE	000724	01125107	240-35-6341.00-001-199000	FOOD DELIVERY	3,784.71	N
			000724	01142586	240-35-6341.00-001-199000	FOOD DELIVERY	675.00	N
			000724	01125107	240-35-6341.00-001-199021	FOOD DELIVERY	606.34	N
			000724	01125108	240-35-6341.00-041-199000	FOOD DELIVERY	1,712.82	N
			000724	01142587	240-35-6341.00-041-199000	FOOD DELIVERY	225.00	N
			000724	01125108	240-35-6341.00-041-199021	FOOD DELIVERY	17.24	N
			000724	01125105	240-35-6341.00-101-199000	FOOD DELIVERY	1,206.47	N
			000724	01142590	240-35-6341.00-101-199000	FOOD DELIVERY	180.00	N
			000724	01125105	240-35-6341.00-101-199021	FOOD DELIVERY	433.63	N
			000724	01125106	240-35-6341.00-102-199000	FOOD DELIVERY	1,912.87	N
			000724	01125106	240-35-6341.00-102-199021	FOOD DELIVERY	328.36	N
			000724	01125109	240-35-6341.00-104-199000	FOOD DELIVERY	1,465.24	N
			000724	01142588	240-35-6341.00-104-199000	FOOD DELIVERY	225.00	N
			000724	01125109	240-35-6341.00-104-199021	FOOD DELIVERY	910.90	N
			000724	01125104	240-35-6341.00-105-199000	FOOD DELIVERY	1,031.65	N
			000724	01142589	240-35-6341.00-105-199000	FOOD DELIVERY	225.00	N
			000724	01125104	240-35-6341.00-105-199021	FOOD DELIVERY	967.17	N
			000724	01125107	240-35-6342.00-001-199000	NONFOOD DELIVERY	428.76	N
			000724	01125107	240-35-6342.00-001-199021	NONFOOD DELIVERY	133.86	N
			000724	01125108	240-35-6342.00-041-199021	NONFOOD DELIVERY	484.37	N
			000724	01125105	240-35-6342.00-101-199000	NONFOOD DELIVERY	23.65	N
			000724	01125106	240-35-6342.00-102-199000	NONFOOD DELIVERY	217.69	N
			000724	01125106	240-35-6342.00-102-199021	NONFOOD DELIVERY	11.48	N
			000724	01125109	240-35-6342.00-104-199000	NONFOOD DELIVERY	102.90	N
			000724	01125109	240-35-6342.00-104-199021	NONFOOD DELIVERY	102.90	N
			000724	01125104	240-35-6342.00-105-199000	NONFOOD DELIVERY	382.78	N
			000724	01125104	240-35-6342.00-105-199021	NONFOOD DELIVERY	108.05	N
						Totals for Check 096054	17,903.84	

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096055	01-21-2021	LAMINATION DEPOT, IN	211141	80753	199-11-6399.00-001-111000	LAMINATING FILM	111.28	N
096056	01-21-2021	LIVINGSTON ISD ATHLE	000725	GOLF 02/26	169-36-6499.25-001-191000	BOYS GOLF TOURN ENTRY	150.00	N
096057	01-21-2021	LISD ATHLETICS DEPT.	000735	TENNIS	169-36-6499.28-001-191000	TENNIS ENTRY	240.00	N
096058	01-21-2021	MARY LEANO	000707	01182021	169-36-6294.00-001-191000	SOCCER OFFICIAL	175.00	N
096059	01-21-2021	MATHWARM-UPS.COM	211163	16918	199-11-6399.93-105-111000	Instructional	805.00	N
096060	01-21-2021	MATT HARTWELL DESIG	211001	1	199-11-6299.29-001-111000	MARCHING DRILL	4,500.00	N
096061	01-21-2021	MIGHTY MUSIC PUBLISH	211133	2006079	211-11-6399.00-101-130020	MUSIC CLASS	159.99	N
096062	01-21-2021	NEW CANEY HIGH	000740	TENNIS ENTRY	169-36-6499.27-001-191000	TENNIS ENTRY	100.00	N
096063	01-21-2021	NEW DAIRY OPCO, LLC	000732	435287001	240-35-6341.00-001-199000	MILK DELIVERY	301.54	N
			000732	435032808	240-35-6341.00-001-199000	MILK DELIVERY	186.65	N
			000732	434773213	240-35-6341.00-001-199000	MILK DELIVERY	202.60	N
			000732	435287001	240-35-6341.00-001-199021	MILK DELIVERY	193.57	N
			000732	435032808	240-35-6341.00-001-199021	MILK DELIVERY	180.45	N
			000732	434773213	240-35-6341.00-001-199021	MILK DELIVERY	137.00	N
			000732	435287002	240-35-6341.00-041-199000	MILK DELIVERY	83.97	N
			000732	435032809	240-35-6341.00-041-199000	MILK DELIVERY	50.22	N
			000732	434773214	240-35-6341.00-041-199000	MILK DELIVERY	86.07	N
			000732	434599058	240-35-6341.00-041-199000	MILK DELIVERY	159.20	N
			000732	434345833	240-35-6341.00-041-199000	MILK DELIVERY	71.70	N
			000732	434086756	240-35-6341.00-041-199000	MILK DELIVERY	179.44	N
			000732	435287002	240-35-6341.00-041-199021	MILK DELIVERY	83.96	N
			000732	435032809	240-35-6341.00-041-199021	MILK DELIVERY	50.22	N
			000732	434773214	240-35-6341.00-041-199021	MILK DELIVERY	99.20	N
			000732	434599058	240-35-6341.00-041-199021	MILK DELIVERY	86.07	N
			000732	434345833	240-35-6341.00-041-199021	MILK DELIVERY	144.83	N
			000732	434086756	240-35-6341.00-041-199021	MILK DELIVERY	252.57	N
			000732	435287005	240-35-6341.00-101-199000	MILK DELIVERY	179.48	N
			000732	435032807	240-35-6341.00-101-199000	MILK DELIVERY	172.29	N
			000732	434773211	240-35-6341.00-101-199000	MILK DELIVERY	143.70	N
			000732	435287005	240-35-6341.00-101-199021	MILK DELIVERY	224.47	N
			000732	435032807	240-35-6341.00-101-199021	MILK DELIVERY	217.29	N
			000732	434773211	240-35-6341.00-101-199021	MILK DELIVERY	245.88	N
			000732	434773210	240-35-6341.00-102-199000	MILK DELIVERY	200.90	N
			000732	434773210	240-35-6341.00-102-199021	MILK DELIVERY	383.32	N
			000732	435287003	240-35-6341.00-104-199000	MILK DELIVERY	165.07	N
			000732	435032810	240-35-6341.00-104-199000	MILK DELIVERY	185.58	N
			000732	434773215	240-35-6341.00-104-199000	MILK DELIVERY	165.07	N
			000732	435287003	240-35-6341.00-104-199021	MILK DELIVERY	165.07	N
			000732	435032810	240-35-6341.00-104-199021	MILK DELIVERY	257.06	N
			000732	434773215	240-35-6341.00-104-199021	MILK DELIVERY	165.07	N
			000732	435032811	240-35-6341.00-105-199000	MILK DELIVERY	258.32	N
			000732	434773216	240-35-6341.00-105-199000	MILK DELIVERY	277.42	N

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			000732	435287004	240-35-6341.00-105-199021	MILK DELIVERY	472.38	N	
			000732	435032811	240-35-6341.00-105-199021	MILK DELIVERY	174.15	N	
			000732	434773216	240-35-6341.00-105-199021	MILK DELIVERY	247.46	N	
			Totals for Check 096063					6,849.24	
096064	01-21-2021	NICK FOREMAN	000701	09042020	169-36-6294.00-001-191000	FOOTBALL OFFICIAL	120.00	N	
096065	01-21-2021	PETE TAO	000700	09042020	169-36-6294.00-001-191000	FOOTBALL OFFICIAL	120.00	N	
096066	01-21-2021	PINNACLE MEDICAL MA	211128	86564	199-34-6218.00-999-199000	Physical and Drug testing	45.00	N	
			211128	86603	199-34-6218.00-999-199000	Physical and Drug testing	60.00	N	
			Totals for Check 096066					105.00	
096067	01-21-2021	POTETZ HOME CENTER	210073	I200802704	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	19.97	N	
			210073	I200803334	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	4.49	N	
			210073	I200804533	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	16.89	N	
			210073	I200804603	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	26.28	N	
			Totals for Check 096067					67.63	
096068	01-21-2021	REGION 4 ESC	211112	150523335	199-21-6411.00-999-199043	CONFERENCE	100.00	N	
096069	01-21-2021	REGION VI - ED. SERV.	210002	049381	199-34-6239.00-999-199000	School Bus Driver Certificatio	10.00	N	
096070	01-21-2021	RIVERSIDE INSIGHTS	211054	INV060798	199-11-6399.00-999-137000	Protocols	190.70	N	
			211054	INV058081	199-11-6399.00-999-137000	Protocols	1,656.62	N	
			211056	INV060798	199-31-6339.00-999-123023	Protocols	651.87	N	
			Totals for Check 096070					2,499.19	
096071	01-21-2021	RONNIE MUDD	000708	01182021	169-36-6294.00-001-191000	SOCCER OFFICIAL	175.00	N	
096072	01-21-2021	SCHOOL SPECIALTY LL	210955	208126754824	199-11-6399.45-041-111000	ART SUPPLIES	163.04	N	
			210955	308103692236	199-11-6399.45-041-111000	ART SUPPLIES	602.55	N	
			210801	208126782316	199-11-6399.45-102-111000	ART SUPPLIES	76.80	N	
			Totals for Check 096072					842.39	
096073	01-21-2021	SHELDON ISD ATH VAR	000719	BASEBALL3/11-	169-36-6499.16-001-191000	BASEBALL TOURNAMENT	200.00	N	
096074	01-21-2021	SHELLIE DICK	000713	01152021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N	
096075	01-21-2021	SKELTON BUSINESS EQ	000742	440482	169-36-6269.00-001-191000	ATHLETICS	264.20	N	
			000742	440482	199-11-6269.00-001-111000	SHS	1,163.14	N	
			000742	440482	199-11-6269.00-001-111039	ECHS	258.19	N	
			000742	440482	199-11-6269.00-001-122000	CATE	66.05	N	
			000742	440482	199-11-6269.00-041-111000	SJH	708.17	N	
			000742	440482	199-11-6269.00-101-111000	PCE	419.92	N	
			000742	440482	199-11-6269.00-102-111000	GLE	419.92	N	
			000742	440482	199-11-6269.00-104-111000	PWE	419.92	N	
			000742	440482	199-11-6269.00-105-111000	TLE	445.17	N	
			000742	440482	199-11-6269.00-999-111000	ISS FRONT	157.93	N	
			000742	440482	199-21-6269.00-999-123023	ISS SPED	219.06	N	
			000742	440482	199-23-6269.00-001-199000	SHS FRONT	371.18	N	
			000742	440482	199-23-6269.00-041-199000	SJH FRONT	219.06	N	
			000742	440482	199-23-6269.00-101-199000	PCE FRONT	219.06	N	
			000742	440482	199-23-6269.00-102-199000	GLE FRONT	219.06	N	

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			000742	440482	199-23-6269.00-104-199000	PWE FRONT	219.06	N
			000742	440482	199-23-6269.00-105-199000	TLE FRONT	225.92	N
			000742	440482	199-31-6269.00-001-199000	SHS COUNSELOR	152.13	N
			000742	440482	199-34-6269.00-999-199000	TRANSPORTATION	219.06	N
			000742	440482	199-41-6269.00-750-199000	ADMIN	376.98	N
			000742	440482	199-51-6269.00-999-199000	MAINTENANCE	100.59	N
			000742	440482	199-51-6269.00-999-199025	WHSE	66.05	N
			000742	440482	199-52-6269.00-999-199000	POLICE	66.05	N
			000742	440482	199-53-6269.00-999-199000	TECHNOLOGY	66.05	N
			000742	440482	240-35-6269.00-999-199000	FOOD SERVICE	100.58	N
					Totals for Check 096075		7,162.50	
096076	01-21-2021	SOUTHERN FLORAL	202214	119103	199-11-6399.68-001-122000	FLORAL LAB SUPPLIES	191.54	N
096077	01-21-2021	STACEY CAIN	000737	010421ELE	199-13-6291.00-101-130000	ELEMENTARY PD 01/04/2021	106.25	N
			000737	010421ELE	199-13-6291.00-102-199000	ELEMENTARY PD 01/04/2021	106.25	N
			000737	010421ELE	199-13-6291.00-104-199000	ELEMENTARY PD 01/04/2021	106.25	N
			211130	010421ELE	199-13-6291.00-105-199000	Professional Development	106.25	N
					Totals for Check 096077		425.00	
096078	01-21-2021	SUDDENLINK B2B DEPT	210663	100444971	199-11-6299.00-999-111053	TLE FIBER - MONTHLY, ERATE	1,370.00	N
096079	01-21-2021	SUNSET FIRE & SECURI	202269	017881	199-51-6299.00-999-199000	MONITORING SECURITY SYSTEM	1,090.70	N
096080	01-21-2021	SYMMETRY ENERGY SO	202259	9296174	199-51-6259.73-999-199000	DISTRICT GAS	3,983.96	N
096081	01-21-2021	TANNER KING	000704	09042020	169-36-6294.00-001-191000	FOOTBALL OFFICIAL	120.00	N
096082	01-21-2021	TASB	211193	604764	199-41-6219.00-702-199000	TASB UPDATE 116	741.48	N
096083	01-21-2021	TEPSA	211188	200023549	199-13-6411.00-101-199000	TEPSA TRAINING	129.00	N
096084	01-21-2021	THE UNIVERSITY OF TE	211069	47808	199-36-6399.36-102-199000	UIL SUPPLIES	25.50	N
096085	01-21-2021	THOMAS STOCKMANN	000706	01122021	169-36-6294.00-001-191000	SOCCER OFFICIAL	65.00	N
096086	01-21-2021	THORNTON PRINTERS	211185	1155	199-00-1312.00-000-100000	WHSE/DISTRICT	330.00	N
096087	01-21-2021	WALLER LADYBULLDOG	000739	TENNIS ENTRY	169-36-6499.27-001-191000	TENNIS ENTRY	200.00	N
096088	01-21-2021	WAYNE ELLIOT	000698	09042020	169-36-6294.00-001-191000	FOOTBALL OFFICIAL	120.00	N
096089	01-21-2021	YELLOWSTONE LANDSC	210016	NH 184352	199-51-6299.79-999-199000	ANNUAL LANDSCAPE CONTRACT	11,318.72	N
			210016	NH 176421	199-51-6299.79-999-199000	ANNUAL LANDSCAPE CONTRACT	11,318.72	N
					Totals for Check 096089		22,637.44	
096090	01-21-2021	YUMI ICE CREAM CO., IN	000728	23425863	240-35-6341.00-041-199000	ICE CREAM DELIVERY	449.28	N
			000728	23425896	240-35-6341.00-101-199000	ICE CREAM DELIVERY	125.76	N
			000728	24229915	240-35-6341.00-105-199000	ICE CREAM DELIVERY	65.76	N
					Totals for Check 096090		640.80	
096091	01-28-2021	A TO Z SPECIALTIES	211211	26247	199-11-6399.93-101-111000	STAFF JACKETS	2,783.00	N
096092	01-28-2021	ALEXIS WHEELER	000755	01212021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
096093	01-28-2021	ASCD	211179	0013959416	199-13-6411.50-999-199000	MENTAL HEALTH TRAINING	179.00	N
			211179	0013959422	199-13-6411.50-999-199000	MENTAL HEALTH TRAINING	179.00	N
			210939	2774992	199-31-6495.00-999-199000	ASCD MEMBERSHIP	239.00	N
					Totals for Check 096093		597.00	

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096094	01-28-2021	AT&T	210924	0592900751001	199-51-6259.71-999-199000	LONG DISTANCE SERVICE	55.25	N
096095	01-28-2021	ATSSB REGION 9/33	000777	SISD AREA	199-36-6499.29-001-199000	AREA STUDENTS AUDITIONS	1,317.00	N
096096	01-28-2021	BARRY HIGHTOWER	000757	01212021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
096097	01-28-2021	SPORT SUPPLY GROUP,	211107	911391216	169-36-6399.00-001-191000	GOLF POLOS	9.60	N
			211107	911391216	169-36-6399.25-001-191000	GOLF POLOS	188.40	N
						Totals for Check 096097	198.00	
096098	01-28-2021	CASCO AUTO PARTS #2	210074	9151-235572	199-51-6319.00-999-199000	MISC REPAIR SUPPLIES	50.71	N
096099	01-28-2021	CDW GOVERNMENT	211195	6654122	199-11-6398.00-999-111053	DISTRICT SOLID STATE DRIVES	2,618.55	N
			211132	6339481	211-11-6399.00-101-130020	CHROMEBOOKS FOR PCE	939.12	N
			211155	6472366	211-11-6399.00-101-130020	SAMSUNG C/BK FOR MELISSA	450.07	N
			211155	6477172	211-11-6399.00-101-130020	SAMSUNG C/BK FOR MELISSA	23.99	N
			211050	5048078	266-11-6398.00-999-111019	DISTR. CHROMEBOOKS (ESSER	15,264.00	N
			211050	6171541	266-11-6398.00-999-111019	DISTR. CHROMEBOOKS (ESSER	222,600.00	N
						Totals for Check 096099	241,895.73	
096100	01-28-2021	CHRISTOPHER HOLMES	000760	01192021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	160.00	N
096101	01-28-2021	CINTAS CORPORATION	210101	4D72694999	199-34-6299.00-999-199000	PO Created by Req: 003571	68.43	N
			210101	4D73412632	199-34-6299.00-999-199000	PO Created by Req: 003571	68.43	N
			210101	5048564651	199-34-6299.00-999-199000	PO Created by Req: 003571	120.39	N
			210041	4073412642	199-51-6299.00-999-199000	MAINTENANCE UNIFORMS	37.21	N
			210041	4074027361	199-51-6299.00-999-199000	MAINTENANCE UNIFORMS	37.21	N
						Totals for Check 096101	331.67	
096102	01-28-2021	CMTA, INC	210042	48718	699-81-6629.00-999-199071	NEW ELE. COMMISSIONING	2,722.50	N
096103	01-28-2021	CPI	000773	CUS0241030	199-11-6399.00-001-128000	WORKBOOKS/TRAINING	587.25	N
096104	01-28-2021	CROSBY ISD ATHLETICS	000764	02/25-	169-36-6499.17-001-191000	SOFTBALL ENTRY	500.00	N
096105	01-28-2021	CYNTHIA GIBSON	000756	01212021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
			000762	01192021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	70.00	N
						Totals for Check 096105	175.00	
096106	01-28-2021	DARREN SEYMOUR	000759	01192021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
096107	01-28-2021	DE LAGE LANDEN FINAN	000746	71016588	169-36-6269.00-001-191000	ATHLETICS	138.52	N
			000746	71016588	199-11-6269.00-001-111000	SHS	609.83	N
			000746	71016588	199-11-6269.00-001-111039	ECHS	135.37	N
			000746	71016588	199-11-6269.00-001-122000	ATHLETICS	34.63	N
			000746	71016588	199-11-6269.00-041-111000	SJH	371.29	N
			000746	71016588	199-11-6269.00-101-111000	PCE	220.16	N
			000746	71016588	199-11-6269.00-102-111000	GLE	220.16	N
			000746	71016588	199-11-6269.00-104-111000	PWE	220.16	N
			000746	71016588	199-11-6269.00-105-111000	TLE	233.40	N
			000746	71016588	199-11-6269.00-999-111000	ISS FRONT	82.80	N
			000746	71016588	199-21-6269.00-999-123023	ISS SPED	114.85	N
			000746	71016588	199-23-6269.00-001-199000	SHS FRONT	194.61	N
			000746	71016588	199-23-6269.00-041-199000	SJH FRONT	114.85	N

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			000746	71016588	199-23-6269.00-101-199000	PCE FRONT	114.85	N
			000746	71016588	199-23-6269.00-102-199000	GLE FRONT	114.85	N
			000746	71016588	199-23-6269.00-104-199000	PWE FRONT	114.85	N
			000746	71016588	199-23-6269.00-105-199000	TLE FRONT	118.45	N
			000746	71016588	199-31-6269.00-001-199000	SHS COUNSELOR	79.76	N
			000746	71016588	199-34-6269.00-999-199000	TRANSPORTATION	114.85	N
			000746	71016588	199-41-6269.00-750-199000	ADMIN	197.65	N
			000746	71016588	199-51-6269.00-999-199000	MAINT	52.74	N
			000746	71016588	199-51-6269.00-999-199025	WHSE	34.63	N
			000746	71016588	199-52-6269.00-999-199000	POLICE	34.63	N
			000746	71016588	199-53-6269.00-999-199000	TECHNOLOGY	34.63	N
			000746	71016588	240-35-6269.00-999-199000	FOOD SERVICE	52.74	N
						Totals for Check 096107	3,755.26	
096108	01-28-2021	DEPT. OF INFORMATION	202274	21121397N	199-51-6259.71-999-199000	LONG DISTANCE SERVICE	402.09	N
096109	01-28-2021	DRAMATISTS PLAY SER	211229	00000671969	199-11-6399.23-041-111000	UIL SUPPLIES FOR THEATER	50.00	N
			211229	9780822210351	199-11-6399.23-041-111000	UIL SUPPLIES FOR THEATER	115.55	N
						Totals for Check 096109	165.55	
096110	01-28-2021	DUKE'S EQUIPMENT SE	000745	45892	240-35-6249.00-041-199000	WARMER REPAIR	270.00	N
			000745	45803	240-35-6249.00-104-199000	STEAMER REPAIR	337.50	N
			000745	45908	240-35-6249.00-104-199000	WARMER REPAIR	1,177.89	N
						Totals for Check 096110	1,785.39	
096111	01-28-2021	EKON-O-PAC INC	000753	100874	240-35-6342.00-999-199000	NONFOOD DELIVERY	2,188.00	N
096112	01-28-2021	ENTERGY	202263	2450005451824	168-51-6259.72-999-199000	SKATING RINK ELECTRICITY	298.32	N
			202262	245005451824	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	1,992.52	N
			202262	360003291527	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	902.57	N
			202262	110006439590	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	4,828.24	N
			202262	200004470744	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	495.92	N
			202262	145006034256	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	734.29	N
			202262	200004470746	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	8,494.67	N
			202262	25005773393	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	168.79	N
			202262	200004470745	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	43.69	N
			202262	200004470745	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	219.34	N
			202262	460002795479	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	288.58	N
			202262	230004692963	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	143.56	N
			202262	230004692962	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	279.15	N
			202262	140005008379	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	298.23	N
			202262	320003318140	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	74.03	N
			202262	180005073570	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	57.77	N
			202262	290004776079	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	209.06	N
			202262	80006459353	199-51-6259.72-999-199000	DISTRICT ELECTRICITY	999.94	N
						Totals for Check 096112	20,528.67	
096113	01-28-2021	EXPRESS BOOKSELLER	211206	12465	199-00-1312.00-000-100000	WHSE/DISTRICT	1,257.80	N

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096114	01-28-2021	FASTENAL	210110	TXCLV86217	199-34-6319.00-999-199000	PO Created by Req: 003580	23.97	N
096115	01-28-2021	FBI - LEEDA	000769	200050406	199-52-6411.00-999-199052	DL BASIC SUPERVISOR LIABILITY	350.00	N
096116	01-28-2021	GOWAN INC.	210936	910013978	199-51-6248.77-999-199000	CALL OUT FOR AIR HANDLER 5	2,312.68	N
096117	01-28-2021	HARDIE'S FRUIT & VEGE	000752	04640038	240-35-6341.00-001-199000	PRODUCE DELIVERY	186.41	N
			000752	04640039	240-35-6341.00-041-199000	PRODUCE DELIVERY	203.11	N
			000752	04640036	240-35-6341.00-101-199000	PRODUCE DELIVERY	555.35	N
			000752	04640036	240-35-6341.00-101-199021	PRODUCE DELIVERY	140.50	N
			000752	04640035	240-35-6341.00-102-199000	PRODUCE DELIVERY	346.03	N
			000752	04640035	240-35-6341.00-102-199021	PRODUCE DELIVERY	174.40	N
			000752	04640037	240-35-6341.00-104-199000	PRODUCE DELIVERY	524.15	N
			000752	04640037	240-35-6341.00-104-199021	PRODUCE DELIVERY	134.20	N
			000752	04640040	240-35-6341.00-105-199000	PRODUCE DELIVERY	509.35	N
			000752	04640040	240-35-6341.00-105-199021	PRODUCE DELIVERY	75.00	N
						Totals for Check 096117	2,848.50	
096118	01-28-2021	HIGH POINT	211104	178189-3	199-51-6399.02-999-199078	DEPARTMENT SUPPLIES	102.52	N
			211168	178189-3	199-51-6399.02-999-199078	DEPARTMENT SUPPLIES	1,104.71	N
						Totals for Check 096118	1,207.23	
096119	01-28-2021	HILLTOP SECURITIES IN	000775	R17985	199-41-6299.00-750-199000	ARBITRAGE CALCULATIONS	1,400.00	N
096120	01-28-2021	HUNTON SERVICES	211239	SVC155999	199-51-6248.77-999-199000	TROUBLESHOOT 1109 ISSUE	1,534.00	N
096121	01-28-2021	STRATEGIC EQUIPMENT	000749	3578746	240-35-6399.00-001-199000	LUG DOLLY 10 LG	462.47	N
			000768	3585441	240-35-6399.00-105-199000	SMALLWARES	116.59	N
			000749	3578746	240-35-6639.00-001-199000	LUG DOLLY SM	547.39	N
			000749	3578746	240-35-6639.00-041-199000	LUG TOTE	377.77	N
						Totals for Check 096121	1,504.22	
096122	01-28-2021	JAMES SYKES	000758	01212021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	105.00	N
096123	01-28-2021	JASON'S DELI	211213	21011906905004	199-41-6497.00-702-199000	BOARD MEETING FOOD	189.46	N
096124	01-28-2021	JOEY HOWARD	000763	01192021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	70.00	N
096125	01-28-2021	KLEIN OAK HIGH	000767	2/1 GILRS GOLF	169-36-6499.26-001-191000	GIRLS GOLF ENTRY FEE 02/1/202	150.00	N
096126	01-28-2021	KURZ AND COMPANY	000748	111100190012	240-35-6341.00-001-199000	BREAD DELIVERY	228.71	N
			000748	111100190013	240-35-6341.00-041-199000	BREAD DELIVERY	36.90	N
			000748	111100190010	240-35-6341.00-101-199000	BREAD DELIVERY	66.70	N
			000748	111100190011	240-35-6341.00-102-199000	BREAD DELIVERY	266.88	N
			000748	111100190014	240-35-6341.00-104-199000	BREAD DELIVERY	101.24	N
			000748	111100190009	240-35-6341.00-105-199000	BREAD DELIVERY	63.72	N
						Totals for Check 096126	764.15	
096127	01-28-2021	LABATT FOOD SERVICE	000750	01193591	240-35-6341.00-001-199000	FOOD DELIVERY	2,986.92	N
			000750	01193591	240-35-6341.00-001-199021	FOOD DELIVERY	933.04	N
			000750	01193592	240-35-6341.00-041-199000	FOOD DELIVERY	2,705.04	N
			000750	01193592	240-35-6341.00-041-199021	FOOD DELIVERY	475.96	N
			000750	01193589	240-35-6341.00-101-199000	FOOD DELIVERY	1,527.01	N
			000750	01193589	240-35-6341.00-101-199021	FOOD DELIVERY	827.27	N

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			000750	01193590	240-35-6341.00-102-199000	FOOD DELIVERY	2,189.34	N
			000750	01193590	240-35-6341.00-102-199021	FOOD DELIVERY	562.98	N
			000750	01193593	240-35-6341.00-104-199000	FOOD DELIVERY	1,511.26	N
			000750	01193593	240-35-6341.00-104-199021	FOOD DELIVERY	537.20	N
			000750	01193588	240-35-6341.00-105-199000	FOOD DELIVERY	1,571.24	N
			000750	01193588	240-35-6341.00-105-199021	FOOD DELIVERY	923.23	N
			000750	01193591	240-35-6342.00-001-199000	NONFOOD DELIVERY	248.51	N
			000750	01193591	240-35-6342.00-001-199021	NONFOOD DELIVERY	122.12	N
			000750	01193592	240-35-6342.00-041-199000	NONFOOD DELIVERY	101.46	N
			000750	01193589	240-35-6342.00-101-199000	NONFOOD DELIVERY	148.53	N
			000750	01193589	240-35-6342.00-101-199021	NONFOOD DELIVERY	114.90	N
			000750	01193590	240-35-6342.00-102-199000	NONFOOD DELIVERY	140.43	N
			000750	01193590	240-35-6342.00-102-199021	NONFOOD DELIVERY	140.43	N
			000750	01193593	240-35-6342.00-104-199000	NONFOOD DELIVERY	91.36	N
			000750	01193593	240-35-6342.00-104-199021	NONFOOD DELIVERY	91.37	N
			000750	01193588	240-35-6342.00-105-199000	NONFOOD DELIVERY	247.51	N
			000750	01193588	240-35-6342.00-105-199021	NONFOOD DELIVERY	80.08	N
			000750	12151424	240-35-6342.00-999-199000	NONFOOD DELIVERY	888.30	N
						Totals for Check 096127	19,165.49	
096128	01-28-2021	LAMAR UNIVERSITY	000770	1045	255-41-6411.00-750-124041	CAREER FAIR	50.00	N
096129	01-28-2021	LONE STAR A/C	211224	LS1421	199-51-6248.77-999-199000	RESTRING HEAT KIT N SIDE UNIT	355.00	N
			210135	LS1419	199-51-6248.77-999-199000	AS NEEDED HVAC REPAIRS FOR	245.00	N
						Totals for Check 096129	600.00	
096130	01-28-2021	LOOKOUT BOOKS	210898	ARU0314867	199-12-6669.00-001-199000	books for circulation	284.46	N
			210907	ARU0314866	199-12-6669.00-041-199000	books for circulation	636.48	N
			210900	ARU0314868	199-12-6669.00-104-199000	books for circulation	399.99	N
						Totals for Check 096130	1,320.93	
096131	01-28-2021	READY REFRESH BY NE	202273	01A0125015016	199-41-6399.00-750-199000	OFFICE WATER	3.24	N
096132	01-28-2021	NEW DAIRY OPCO, LLC	000747	435716817	240-35-6341.00-001-199000	MILK DELIVERY	86.18	N
			000747	435970629	240-35-6341.00-001-199000	MILK DELIVERY	114.88	N
			000747	435716817	240-35-6341.00-001-199021	MILK DELIVERY	43.00	N
			000747	435970629	240-35-6341.00-001-199021	MILK DELIVERY	43.04	N
			000747	435716818	240-35-6341.00-041-199000	MILK DELIVERY	181.82	N
			000747	435970630	240-35-6341.00-041-199000	MILK DELIVERY	136.08	N
			000747	435716818	240-35-6341.00-041-199021	MILK DELIVERY	90.91	N
			000747	435970630	240-35-6341.00-041-199021	MILK DELIVERY	136.65	N
			000747	435032806	240-35-6341.00-102-199000	MILK DELIVERY	286.92	N
			000747	435287006	240-35-6341.00-102-199000	MILK DELIVERY	100.38	N
			000747	435716821	240-35-6341.00-102-199000	MILK DELIVERY	258.20	N
			000747	435970632	240-35-6341.00-102-199000	MILK DELIVERY	143.40	N
			000747	435032806	240-35-6341.00-102-199021	MILK DELIVERY	354.48	N
			000747	435287006	240-35-6341.00-102-199021	MILK DELIVERY	159.80	N
			000747	435716821	240-35-6341.00-102-199021	MILK DELIVERY	258.22	N
			000747	435970632	240-35-6341.00-102-199021	MILK DELIVERY	143.40	N

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			000747	435716819	240-35-6341.00-104-199000	MILK DELIVERY	186.81	N
			000747	435716819	240-35-6341.00-104-199021	MILK DELIVERY	186.81	N
			000747	435716820	240-35-6341.00-105-199000	MILK DELIVERY	181.72	N
			000747	435970631	240-35-6341.00-105-199000	MILK DELIVERY	133.91	N
			000747	435716820	240-35-6341.00-105-199021	MILK DELIVERY	90.86	N
			000747	435970631	240-35-6341.00-105-199021	MILK DELIVERY	66.90	N
						Totals for Check 096132	3,384.37	
096133	01-28-2021	PITNEY BOWES	000744	8-9-1141-1026	199-00-1311.00-000-100000	POSTAGE METER REFILL	3,030.00	N
096134	01-28-2021	QUILL CORP.	211134	13537951	199-00-1312.00-000-100000	WHSE/DISTRICT	18.58	N
			211134	13537923	199-00-1312.00-000-100000	WHSE/DISTRICT	74.32	N
			211120	13501348	199-00-1312.00-000-100000	WHSE/DISTRICT	2,498.69	N
			211120	13520354	199-00-1312.00-000-100000	WHSE/DISTRICT	209.00	N
			211121	13753532	199-00-1312.00-000-100000	WHSE/DISTRICT	81.59	N
			211145	13766059	199-00-1312.00-000-100000	WHSE/DISTRICT	21.36	N
			211145	13638365	199-00-1312.00-000-100000	WHSE/DISTRICT	315.06	N
			211145	13655031	199-00-1312.00-000-100000	WHSE/DISTRICT	108.58	N
						Totals for Check 096134	3,327.18	
096135	01-28-2021	REGION VI - ED. SERV.	210744	049500	199-13-6411.00-101-199000	TRAINING	450.00	N
096136	01-28-2021	ROGERS, MORRIS, & GR	000774	49082	699-81-6211.00-999-199000	LEGAL FEES	97.50	N
096137	01-28-2021	RON MAYFIELD	000761	01192021	169-36-6294.00-001-191000	BASKETBALL OFFICIAL	160.00	N
096138	01-28-2021	ROTARY CLUB OF EAST	211212	1104	199-21-6495.00-999-199040	MEMBERSHIP DUES	66.00	N
096139	01-28-2021	SAM HOUSTON STATE U	000772	154	255-41-6411.00-750-124041	CAREER FAIR	125.00	N
096140	01-28-2021	SAM'S CLUB DIRECT	202243	DISTRICT	199-00-1312.00-000-100000	WHSE/DISTRICT	1,639.93	N
096141	01-28-2021	SKELTON BUSINESS EQ	000751	442684	169-36-6269.00-001-191000	ATHLETICS	264.20	N
			211187	441848	199-00-1312.00-000-100000	WHSE/DISTRICT	460.00	N
			000751	442684	199-11-6269.00-001-111000	SHS	1,163.14	N
			000751	442684	199-11-6269.00-001-111039	ECHS	258.19	N
			000751	442684	199-11-6269.00-001-122000	CATE	66.05	N
			000751	442684	199-11-6269.00-041-111000	SJH	708.17	N
			000751	442684	199-11-6269.00-101-111000	PCE	419.92	N
			000751	442684	199-11-6269.00-102-111000	GLE	419.92	N
			000751	442684	199-11-6269.00-104-111000	PWE	419.92	N
			000751	442684	199-11-6269.00-105-111000	TLE	445.17	N
			000751	442684	199-11-6269.00-999-111000	ISS FRONT	157.93	N
			000751	442684	199-21-6269.00-999-123023	ISS SPED	219.06	N
			000751	442684	199-23-6269.00-001-199000	SHS FRONT	371.18	N
			000751	442684	199-23-6269.00-041-199000	SJH FRONT	219.06	N
			000751	442684	199-23-6269.00-101-199000	PCE FRONT	219.06	N
			000751	442684	199-23-6269.00-102-199000	GLE FRONT	219.06	N
			000751	442684	199-23-6269.00-104-199000	PWE FRONT	219.06	N
			000751	442684	199-23-6269.00-105-199000	TLE FRONT	225.92	N
			000751	442684	199-31-6269.00-001-199000	SHS COUNSELOR	152.13	N

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			000751	442684	199-34-6269.00-999-199000	TRANSPORTATION	219.06	N
			000751	442684	199-41-6269.00-750-199000	ADMIN	376.98	N
			000751	442684	199-51-6269.00-999-199000	MAINT	100.59	N
			000751	442684	199-51-6269.00-999-199025	WHSE	66.05	N
			000751	442684	199-52-6269.00-999-199000	POLICE	66.05	N
			000751	442684	199-53-6269.00-999-199000	TECHNOLOGY	66.05	N
			000751	442684	240-35-6269.00-999-199000	FOOD SERVICE	100.58	N
						Totals for Check 096141	7,622.50	
096142	01-28-2021	STACY SHERLOCK	000776	REIMB 01/18/21	199-52-6497.00-999-199000	POLICE TRAINING LUNCH REIMB	40.00	N
096143	01-28-2021	TASBO	211207	350192	199-51-6411.00-999-199025	TASBO Conference/Course Fees	555.00	N
096144	01-28-2021	TEXAS DEPT OF PUBLIC	202275	CR206261	199-41-6299.00-750-199041	CRIMINAL HISTORIES	7.00	N
096145	01-28-2021	THE COLLEGE BOARD	211202	134747711	199-31-6339.00-001-199039	PSAT-11TH	933.30	N
096146	01-28-2021	THOMAS BUS GULF	210915	SIP-02537973	199-34-6319.00-999-199000	Parts	91.77	N
			210915	SIP-02538198	199-34-6319.00-999-199000	Parts	92.10	N
			210915	SIP-02538309	199-34-6319.00-999-199000	Parts	73.76	N
			210915	SIP-02538450	199-34-6319.00-999-199000	Parts	23.09	N
			210915	SIP-02538453	199-34-6319.00-999-199000	Parts	480.92	N
			210915	SIP-02538515	199-34-6319.00-999-199000	Parts	50.46	N
				SIP-02538046	199-34-6319.00-999-199000	Wrong Part	-147.00	N
						Totals for Check 096146	665.10	
096147	01-28-2021	THORNTON PRINTERS	211214	1160	199-31-6399.00-001-199000	COURSE REQUEST LIST	234.00	N
096148	01-28-2021	TCEQ TIER 2 CHEMICAL	211170	T2E0003183	199-34-6499.00-999-199000	Tier II Rep.Fee TXT2 64465	50.00	N
096149	01-28-2021	Titan Support Systems,	211109	64635	169-36-6399.32-001-191000	BENCH SHIRTS	120.00	N
096150	01-28-2021	TUNE IN	211066	949034	199-36-6399.00-104-199000	UIL MATERIALS	76.90	N
096151	01-28-2021	UT AUSTIN COLLEGE OF	000771	3367	255-41-6411.00-750-124041	CAREER FAIR	90.00	N
096152	01-28-2021	WALMART	202244		199-00-1312.00-000-100000	WHSE/DISTRICT	250.73	N
			210831	SUPPLIES	199-11-6399.00-999-121000	GT SUPPLIES	147.52	N
			211103		199-11-6399.93-041-111000	WIN SUPPLIES	221.23	N
			000743		199-11-6499.99-999-111000	GT ACTIVITY REIMB WALMART	25.34	N
			211175		199-21-6497.00-999-199040	ASSISTANT PRINCIPAL MEETING	35.92	N
						Totals for Check 096152	680.74	
096153	01-28-2021	WILLIS HIGH SCHOOL S	000766	03/4-6 ENTRY	169-36-6499.17-001-191000	SOFTBALL ENTRY	450.00	N
096154	01-28-2021	WLSBC	000765	03/11-13	169-36-6499.15-001-191000	SOFTBALL ENTRY	250.00	N
			000765	03/11-13	169-36-6499.17-001-191000	SOFTBALL ENTRY	50.00	N
						Totals for Check 096154	300.00	
096155	01-28-2021	WRIGHT EXPRESS FINA	210004	69667349	199-34-6311.00-999-199000	Fuel	150.71	N
096156	01-28-2021	YU,SOUTH & ASSOCIAT	210194	7355	199-41-6211.00-701-125000	IMMIGRATION	3,224.00	N
096157	01-28-2021	YUMI ICE CREAM CO., IN	000754	23030750	240-35-6341.00-041-199000	ICE CREAM DELIVERY	113.76	N
			000754	23030755	240-35-6341.00-101-199000	ICE CREAM DELIVERY	263.04	N
			000754	23030751	240-35-6341.00-102-199000	ICE CREAM DELIVERY	136.32	N

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			000754	23030748	240-35-6341.00-105-199000	ICE CREAM DELIVERY	104.16	N
Totals for Check 096157							617.28	
135482	01-25-2021	ATPE	DEDCH		863-00-2159.00-800-100000	JAN DED MISCELLANEOUS DEDU	74.50	N
135483	01-25-2021	TEXAS CLASSROOM TE	DEDCH		863-00-2159.00-802-100000	JAN DED MISCELLANEOUS DEDU	254.00	N
135484	01-25-2021	TEXAS AFT/PROF EDUC	DEDCH		863-00-2159.00-804-100000	JAN DED MISCELLANEOUS DEDU	140.00	N
135485	01-25-2021	WILLIAM E. HEITKAMP, T	DEDCH		863-00-2159.00-108-100000	JAN DED MISCELLANEOUS DEDU	1,500.00	N
135486	01-25-2021	TCG ADMINISTRATORS	DEDCH		863-00-2159.00-100-100000	JAN DED 457 DEFERRED COMP.	2,351.52	N
			DEDCH		863-00-2159.00-415-100000	JAN DED TAX SHEL. ANNUITY	17,576.00	N
			DEDCH		863-00-2159.00-416-100000	JAN DED ROTH ANNUITY	922.00	N
			DEDCH		863-00-2159.00-418-100000	JAN DED PAYROLL DEDUCTION	2,800.00	N
			DEDCH		863-00-2159.00-419-100000	JAN DED 457 DEFERRED COMP.	3,950.00	N
Totals for Check 135486							27,599.52	
135487	01-25-2021	FINANCIAL BENEFIT SE	DEDCH		863-00-2153.00-310-100000	JAN DED LIFE INSURANCE	522.00	N
			DEDCH		863-00-2153.00-311-100000	JAN DED LIFE INSURANCE	7,853.01	N
			DEDCH		863-00-2159.00-312-100000	JAN DED MISCELLANEOUS DEDU	2,009.53	N
			DEDCH		863-00-2159.00-313-100000	JAN DED MISCELLANEOUS DEDU	172.00	N
			DEDCH		863-00-2159.00-504-100000	JAN DED MISCELLANEOUS DEDU	10,583.86	N
			DEDCH		863-00-2159.00-508-100000	JAN DED MISCELLANEOUS DEDU	5,329.96	N
			DEDCH		863-00-2159.00-512-100000	JAN DED MISCELLANEOUS DEDU	4,703.60	N
			DEDCH		863-00-2159.00-514-100000	JAN DED MISCELLANEOUS DEDU	715.00	N
			DEDCH		863-00-2159.00-520-100000	JAN DED MISCELLANEOUS DEDU	1,554.00	N
			DEDCH		863-00-2159.00-521-100000	JAN DED MISCELLANEOUS DEDU	4,178.86	N
			DEDCH		863-00-2159.00-522-100000	JAN DED MISCELLANEOUS DEDU	2,264.62	N
			DEDCH		863-00-2159.00-523-100000	JAN DED MISCELLANEOUS DEDU	784.80	N
			DEDCH		863-00-2159.00-600-100000	JAN DED MISCELLANEOUS DEDU	336.90	N
			DEDCH		863-00-2159.00-601-100000	JAN DED MISCELLANEOUS DEDU	1,434.40	N
			DEDCH		863-00-2159.00-607-100000	JAN DED MISCELLANEOUS DEDU	3,409.16	N
			DEDCH		863-00-2159.00-613-100000	JAN DED MISCELLANEOUS DEDU	4,758.46	N
			DEDCH		863-00-2159.00-614-100000	JAN DED MISCELLANEOUS DEDU	13,449.08	N
			DEDCH		863-00-2159.00-619-100000	JAN DED MISCELLANEOUS DEDU	3,265.00	N
			DEDCH		863-00-2159.00-620-100000	JAN DED MISCELLANEOUS DEDU	3,783.40	N
Totals for Check 135487							71,107.64	
135488	01-25-2021	NATIONAL BENEFIT SER	DEDCH		863-00-2159.00-611-100000	JAN DED DEPENDENT CHILD	866.66	N
			DEDCH		863-00-2159.00-612-100000	JAN DED MISCELLANEOUS DEDU	9,596.46	N
Totals for Check 135488							10,463.12	
135489	01-25-2021	EECU	DEDCH		863-00-2159.00-616-100000	JAN DED HSA	6,715.84	N
Total Checks							1,646,603.00	

End of Report

BOARD CHECK PAYMENT RECAP
For the month ending Jan 31, 2021

ACCOUNTS PAYABLE

Skating Rink	837.36
Athletics	20,784.40
General Fund	1,377,884.69
Food Service	115,476.45
Bond Fund	13,765.48
Payroll Clearing	117,854.62
TOTAL ACCOUNTS PAYABLE*	\$ 1,646,603.00

PAYROLL

Skating Rink	-
General Fund	2,673,919.74
Food Service	81,431.01
Grants	113,618.80
TOTAL PAYROLL	\$ 2,868,969.55


WIRE TRANSFERS

Bond Payments to Wells Fargo Bank	-
Bond Payments to Bank of NY Mellon	-
Other Wires	-
TOTAL OUTGOING WIRES	\$ -

TOTAL DISBURSEMENTS \$ 4,515,572.55

*See attached Check Register

Signed:



Stacey Swanson, Accountant



Kevin Lynch, Asst. Superint of Business

Date Run: 02-04-2021 3:22 PM
Cnty Dist: 170-907
From To

Check Payments Fund Summary
SPLENDORA ISD

Program: FIN1300
Page: 1 of 1
File ID: C

For the Month of January

Check Nbr	Check Date	Payee	Organization	Fnd-Fnc-Obj.S0-Org-Prog	Reason	Amount
					Totals for Fund 168 / 1	837.36
					Totals for Fund 169 / 1	20,784.40
					Totals for Fund 199 / 1	1,097,067.46
					Totals for Fund 211 / 1	7,375.23
					Totals for Fund 224 / 1	28,035.00
					Totals for Fund 240 / 1	115,476.45
					Totals for Fund 244 / 1	7,278.00
					Totals for Fund 255 / 1	265.00
					Totals for Fund 266 / 1	237,864.00
					Totals for Fund 699 / 1	13,765.48
					Totals for Fund 863 / 1	117,854.62
					Totals For Checks	1,646,603.00

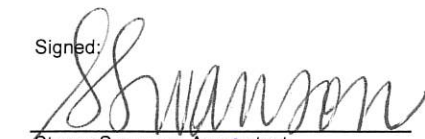
Estimated Number Of Unpaid Checks To Print:


End of Report

**Splendora ISD Investment Report
January-21**

FUND ACCOUNT	INTEREST RATE	INVESTMENT LOCATION	BEGINNING BALANCE	DEPOSITS / (WITHDRWS)	INTEREST EARNED	FISCAL YTD INTEREST	ENDING BALANCE	TOTAL BY FUND
199 GENERAL OPERATING								
Checking Account	0.17%	Southside Bank	10,558,760.47	194,001.85	1,248.44	4,038.70	10,754,010.76	
TexPool	0.08%	TexPool	5,001,266.31	0.00	336.64	7,726.33	5,001,602.95	
Government Overnight Fund	0.05%	LoneStar Inv Pool	5,680,780.12	0.00	237.82	4,438.58	5,681,017.94	
Texas CLASS Government	0.08%	Texas CLASS Pool	5,000,484.34	(0.00)	326.26	810.60	5,000,810.60	
								26,437,442.25
599 DEBT SERVICE								
Money Market Account	0.32%	Southside Bank	402,158.74	4,802,778.05	1,148.91	1,457.36	5,206,085.70	
								5,206,085.70
699 CAPITAL PROJECTS								
Checking Account	0.17%	Southside Bank	2,662,714.06	(13,765.48)	383.37	2,236.51	2,649,331.95	
TexPool	0.08%	TexPool	2,022,803.98	(0.00)	136.17	917.29	2,022,940.15	
								4,672,272.10
240 FOOD SERVICES								
Checking Account	0.14%	Southside Bank	39,490.72	258,978.13	26.73	254.52	298,495.58	
TexPool	0.08%	TexPool	118,170.10	(100,000.00)	1.93	89.34	18,172.03	
								316,667.61
TOTALS					3,846.27	21,969.23	36,632,467.66	36,632,467.66

Signed:


Stacey Swanson, Accountant


Kevin Lynch, Asst. Superint of Business

Board Report
 Recap Comparison of Revenue to Budget
 SPLENDORA ISD
 As of January

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
168 / 1 SKATING RINK	150,000.00	.00	-979.46	149,020.54	.65%
169 / 1 ATHLETICS	40,000.00	-4,342.75	-55,118.05	-15,118.05	137.80%
199 / 1 GENERAL FUND	44,290,500.00	-6,776,501.10	-22,562,589.74	21,727,910.26	50.94%
240 / 1 NATL SCHOOL LUNCH	2,547,000.00	-170,715.94	-804,684.15	1,742,315.85	31.59%
599 / 1 DEBT SERVICE	6,552,000.00	-10,779,355.40	-13,995,061.90	-7,443,061.90	213.60%
699 / 1 CAPITAL PROJECTS	.00	-519.54	-5,234.72	-5,234.72	.00%
Total 5000 Revenues	53,579,500.00	-8,468,526.48	-27,990,759.77	25,588,740.23	52.24%
Total 7000 Revenues	.00	-9,262,908.25	-9,432,908.25	-9,432,908.25	.00%
Total Revenues	53,579,500.00	-17,731,434.73	-37,423,668.02	16,155,831.98	52.24%

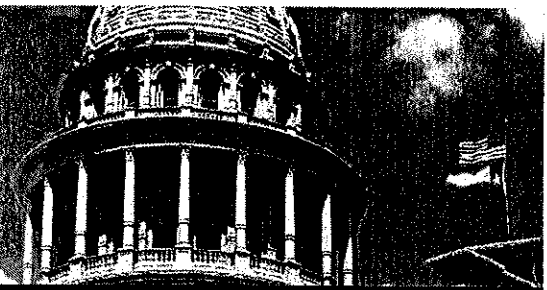
Board Report
Recap Comparison of Expenditures and Encumbrances to Budget
SPLENDORA ISD
As of January

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
168 / 1 SKATING RINK	-148,000.00	6,462.75	6,023.77	872.31	-135,513.48	4.07%
169 / 1 ATHLETICS	-275,000.00	16,015.59	184,924.70	22,674.90	-74,059.71	67.25%
199 / 1 GENERAL FUND	-53,929,500.00	1,228,568.27	24,432,586.12	3,859,802.88	-28,268,345.61	45.30%
240 / 1 NATL SCHOOL LUNCH	-2,547,000.00	12,765.60	1,098,599.07	200,689.90	-1,435,635.33	43.13%
599 / 1 DEBT SERVICE	-6,755,000.00	.00	10,536,397.09	9,419,065.95	3,781,397.09	155.98%
699 / 1 CAPITAL PROJECTS	-7,290,650.24	170,967.54	2,442,807.29	13,765.48	-4,676,875.41	33.51%
Total 6000 Expenditures	-70,945,150.24	1,434,779.75	29,270,521.88	4,256,055.26	-40,239,848.61	41.26%
Total 8000 Expenditures	.00	.00	9,430,816.16	9,260,816.16	9,430,816.16	.00%
Total Expenditures	-70,945,150.24	1,434,779.75	38,701,338.04	13,516,871.42	-30,809,032.45	41.26%

End of Report

SPLENDORA ISD MC TAX COLLECTION
December-20

YEAR	M&O AMOUNT	I&S AMOUNT	LEVY PAID	P&I AMOUNT	ATTORNEY	TOTAL
2020	3,418,938.73	1,507,684.78	4,926,623.51	0.00	0.00	4,926,623.51
2019	8,209.81	3,304.26	11,514.07	3,157.12	3,288.66	17,959.85
2018	2,797.85	1,028.26	3,826.11	1,630.32	1,204.71	6,661.14
2017	1,923.07	706.77	2,629.84	915.91	506.28	4,052.03
2016	914.15	335.97	1,250.12	370.97	109.39	1,730.48
2015	804.56	100.05	904.61	231.43	0.00	1,136.04
2014	1,038.56	129.15	1,167.71	413.55	0.00	1,581.26
2013	632.11	167.45	799.56	367.13	0.00	1,166.69
2012	6.04	1.60	7.64	8.18	3.16	18.98
2011	0.00	0.00	0.00	0.00	0.00	0.00
2010	0.00	0.00	0.00	0.00	0.00	0.00
PRIOR	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	\$3,435,264.88	\$1,513,458.29	\$4,948,723.17	\$7,094.61	\$5,112.20	\$4,960,929.98



Monthly Newsletter: February 2021

ANNOUNCEMENTS

We welcome the following entities who joined TexPool in January 2021:

TexPool

Cool Water MUD

Waco Tourism Public Improvement District Corporation

TexPool Prime

Travis County WCID 10

Waco Tourism Public Improvement District Corporation

Upcoming Events

Feb 15, 2021 - Feb 19, 2021,
TASBO Annual Conference

JW Marriott & Hilton, Austin

Feb 22, 2021 - Feb 23, 2021,

GTOT Winter Seminar

Virtual Conference

TexPool Advisory Board Members

David Garcia

Jerry Dale

Patrick Krishock

David Landeros

Belinda Weaver

Sharon Matthews

Deborah Laudermilk

Vivian Wood

Overseen by the State of Texas Comptroller of Public Accounts Glenn Hegar.

Operated under the supervision of the Texas Treasury Safekeeping Trust Company

Economic and Market Commentary: The rise of a rate

February 1, 2021

After years at the Federal Reserve, Treasury Secretary Janet Yellen will need time to get accustomed to being on the other side of the policy fence. But her comment about being open to a 50-year government bond shows she has already put on the new hat. In case you were wondering, the last time the federal government issued half-century bonds was to fund the Panama Canal. We congratulate her on being confirmed but hope she will spend more time exploring shorter-dated issuance. After, of course, she sends her signature to the Bureau of Engraving and Printing for new dollars.

Cash managers would like her to guide the Treasury Department to issue ample bills when funding the expected stimulus package to alleviate pressure on short-term yields. Her agenda also should include investigating a new security based on the Secured Overnight Financing Rate (SOFR).

Yes, SOFR is in the news again. New York Governor Andrew Cuomo emphasized it in his 2021 state budget by proposing provisions to ease the transition from the London interbank offered rate (Libor). Tom Wipf, Chair of the Alternative Reference Rates Committee, piggybacked on this to remind everyone that the extension of the mandate

(continued page 6)

Performance as of January 31, 2021

	TexPool	TexPool Prime
Current Invested Balance	\$28,137,015,628.67	\$9,937,125,408.60
Weighted Average Maturity**	36	53
Weighted Average Life**	92	63
Net Asset Value	1.00016	1.00005
Total Number of Participants	2,641	440
Management Fee on Invested Balance	0.0450%	0.0550%
Interest Distributed	\$1,772,759.26	\$949,259.88
Management Fee Collected	\$868,361.84	\$410,887.02
Standard & Poor's Current Rating	AAAm	AAAm
Month Averages		
Average Invested Balance	\$26,478,935,399.51	\$9,418,026,892.80
Average Monthly Rate*	0.08%	0.12%
Average Weighted Average Maturity**	37	47
Average Weighted Average Life**	95	58

*This average monthly rate for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.

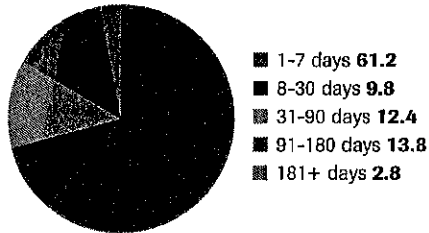
**See page 2 for definitions.

Past performance is no guarantee of future results.



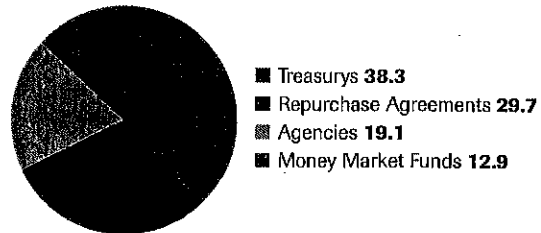
Portfolio by Maturity (%)

As of January 31, 2021



Portfolio by Type of Investment (%)

As of January 31, 2021



Portfolio Asset Summary as of January 31, 2021		
	Book Value	Market Value
Uninvested Balance	-\$429.12	-\$429.12
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	10,773,126.44	10,773,126.44
Interest and Management Fees Payable	-1,772,770.16	-1,772,770.16
Payable for Investments Purchased	-256,227,476.65	-256,227,476.65
Accrued Expenses & Taxes	-211,160.18	-211,160.18
Repurchase Agreements	8,410,276,406.00	8,410,276,406.00
Mutual Fund Investments	3,671,074,000.00	3,671,074,000.00
Government Securities	5,382,848,866.76	5,386,257,478.20
U.S. Treasury Bills	8,671,233,689.93	8,671,703,945.15
U.S. Treasury Notes	2,249,021,375.65	2,249,567,115.88
Total	\$28,137,015,628.67	\$28,141,440,235.55

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

Participant Summary		
	Number of Participants	Balance
School District	599	\$8,808,657,013.46
Higher Education	60	\$1,574,712,316.07
County	191	\$3,385,384,630.25
Healthcare	90	\$1,591,343,678.07
Utility District	839	\$3,375,515,503.44
City	482	\$7,186,803,809.68
Emergency Districts	97	\$241,145,744.55
Economic Development Districts	83	\$119,405,639.24
Other	200	\$1,853,879,993.97

**Definition of Weighted Average Maturity and Weighted Average Life

WAM is the mean average of the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid, (b) would be repaid upon a demand by TexPool, or (c) are scheduled to have their interest rate readjusted to reflect current market rates. Securities with adjustable rates payable upon demand are treated as maturing on the earlier of the two dates set forth in (b) and (c) if their scheduled maturity is 397 days or less; and the later of the two dates set forth in (b) and (c) if their scheduled maturity is more than 397 days. The mean is weighted based on the percentage of the amortized cost of the portfolio invested in each period.

WAL is calculated in the same manner as WAM, but is based solely on the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid or (b) would be repaid upon a demand by TexPool, without reference to when interest rates of securities within TexPool are scheduled to be readjusted.



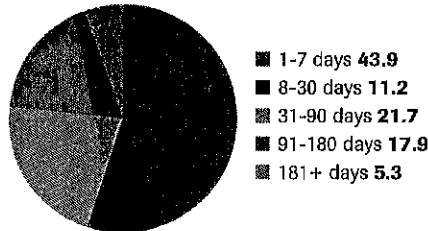
Daily Summary						
Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Invested Balance	NAV	WAM Days	WAL Days
1/1	0.0845%	0.000002314	\$25,413,827,871.37	1.00018	37	101
1/2	0.0845%	0.000002314	\$25,413,827,871.37	1.00018	37	101
1/3	0.0845%	0.000002314	\$25,413,827,871.37	1.00018	37	101
1/4	0.0769%	0.000002108	\$25,905,544,174.98	1.00021	34	95
1/5	0.0873%	0.000002391	\$25,477,164,388.29	1.00017	35	97
1/6	0.0928%	0.000002538	\$25,487,511,066.22	1.00017	35	97
1/7	0.0931%	0.000002552	\$25,582,674,909.81	1.00017	37	98
1/8	0.0919%	0.000002518	\$25,657,292,881.35	1.00017	38	100
1/9	0.0919%	0.000002518	\$25,657,292,881.35	1.00017	38	100
1/10	0.0919%	0.000002518	\$25,657,292,881.35	1.00017	38	100
1/11	0.0863%	0.000002364	\$25,889,624,789.28	1.00016	36	97
1/12	0.0862%	0.000002363	\$26,080,225,757.26	1.00016	37	96
1/13	0.1132%	0.000003101	\$25,940,091,632.13	1.00016	37	96
1/14	0.0820%	0.000002247	\$26,043,970,267.60	1.00016	38	97
1/15	0.0829%	0.000002272	\$26,227,258,161.19	1.00016	38	97
1/16	0.0829%	0.000002272	\$26,227,258,161.19	1.00016	38	97
1/17	0.0829%	0.000002272	\$26,227,258,161.19	1.00016	38	97
1/18	0.0829%	0.000002272	\$26,227,258,161.19	1.00016	38	97
1/19	0.0864%	0.000002366	\$26,528,934,432.13	1.00016	36	94
1/20	0.0753%	0.000002063	\$26,640,247,104.48	1.00016	38	94
1/21	0.0678%	0.000001858	\$26,892,885,462.73	1.00016	37	93
1/22	0.0707%	0.000001937	\$27,015,320,205.21	1.00016	38	93
1/23	0.0707%	0.000001937	\$27,015,320,205.21	1.00016	38	93
1/24	0.0707%	0.000001937	\$27,015,320,205.21	1.00016	38	93
1/25	0.0752%	0.000002061	\$27,432,694,400.06	1.00016	35	89
1/26	0.0685%	0.000001876	\$27,549,551,946.19	1.00016	36	90
1/27	0.0628%	0.000001720	\$27,842,912,800.37	1.00017	35	92
1/28	0.0566%	0.000001551	\$27,973,561,846.72	1.00017	34	91
1/29	0.0579%	0.000001587	\$28,137,015,628.67	1.00016	36	92
1/30	0.0579%	0.000001587	\$28,137,015,628.67	1.00016	36	92
1/31	0.0579%	0.000001587	\$28,137,015,628.67	1.00016	36	92
Average:	0.0793%	0.000002171	\$26,478,935,399.51	1.00017	37	95



TEXPOOL Prime

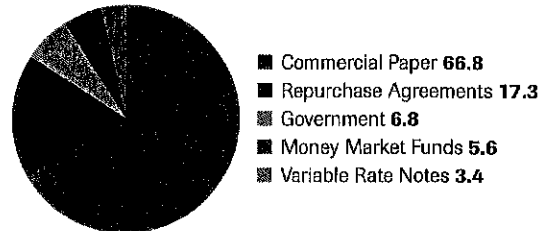
Portfolio by Maturity (%)

As of January 31, 2021



Portfolio by Type of Investment (%)

As of January 31, 2021



Portfolio Asset Summary as of January 31, 2021

	Book Value	Market Value
Uninvested Balance	\$703.48	\$703.48
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	182,535.25	182,535.25
Interest and Management Fees Payable	-949,235.32	-949,235.32
Payable for Investments Purchased	-30,500,000.00	-30,500,000.00
Accrued Expenses & Taxes	-41,674.14	-41,674.14
Repurchase Agreements	1,722,576,000.00	1,722,576,000.00
Commercial Paper	6,661,751,668.65	6,662,197,614.82
Bank Instruments	0.00	0.00
Mutual Fund Investments	562,126,501.32	562,052,003.75
Government Securities	681,978,909.36	682,018,767.38
Variable Rate Notes	340,000,000.00	340,108,525.00
Total	\$9,937,125,408.60	\$9,937,645,240.22

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services

Participant Summary

	Number of Participants	Balance
School District	127	\$3,331,248,861.73
Higher Education	19	\$672,413,916.66
County	43	\$832,643,945.74
Healthcare	18	\$504,716,592.19
Utility District	49	\$410,792,377.79
City	90	\$2,565,887,293.61
Emergency Districts	21	\$35,439,007.88
Economic Development Districts	15	\$20,683,747.46
Other	58	\$1,563,302,943.74



TEXPOOL Prime

Daily Summary

Date	Money Mkt Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Prime Invested Balance	NAV	WAM Days	WAL Days
1/1	0.1320%	0.000003616	\$8,609,397,764.42	1.00003	41	54
1/2	0.1320%	0.000003616	\$8,609,397,764.42	1.00003	41	54
1/3	0.1320%	0.000003616	\$8,609,397,764.42	1.00003	41	54
1/4	0.1310%	0.000003589	\$8,601,257,295.30	1.00004	39	52
1/5	0.1369%	0.000003752	\$8,627,639,721.96	1.00004	42	54
1/6	0.1325%	0.000003630	\$9,066,094,895.60	1.00004	41	53
1/7	0.1346%	0.000003689	\$9,114,158,050.28	1.00004	43	55
1/8	0.1267%	0.000003470	\$9,242,791,898.39	1.00004	45	57
1/9	0.1267%	0.000003470	\$9,242,791,898.39	1.00004	45	57
1/10	0.1267%	0.000003470	\$9,242,791,898.39	1.00004	45	57
1/11	0.1213%	0.000003323	\$9,293,673,722.10	1.00005	44	55
1/12	0.1047%	0.000002668	\$9,317,315,943.79	1.00005	46	57
1/13	0.1198%	0.000003282	\$9,409,820,255.86	1.00005	46	58
1/14	0.1219%	0.000003340	\$9,444,944,767.11	1.00006	51	62
1/15	0.1180%	0.000003233	\$9,480,897,136.69	1.00004	50	61
1/16	0.1180%	0.000003233	\$9,480,897,136.69	1.00004	50	61
1/17	0.1180%	0.000003233	\$9,480,897,136.69	1.00004	50	61
1/18	0.1180%	0.000003233	\$9,480,897,136.69	1.00004	50	61
1/19	0.1193%	0.000003269	\$9,638,828,373.12	1.00005	47	58
1/20	0.1192%	0.000003267	\$9,560,737,137.08	1.00005	50	61
1/21	0.1148%	0.000003145	\$9,613,888,579.11	1.00005	51	62
1/22	0.1152%	0.000003156	\$9,661,984,434.11	1.00005	51	61
1/23	0.1152%	0.000003156	\$9,661,984,434.11	1.00005	51	61
1/24	0.1152%	0.000003156	\$9,661,984,434.11	1.00005	51	61
1/25	0.1133%	0.000003104	\$9,832,855,461.79	1.00006	49	59
1/26	0.1076%	0.000002949	\$10,003,338,020.36	1.00006	49	59
1/27	0.0987%	0.000002703	\$10,146,987,639.56	1.00005	47	56
1/28	0.1025%	0.000002809	\$10,009,807,550.35	1.00006	49	58
1/29	0.1082%	0.000002965	\$9,937,125,408.60	1.00005	53	63
1/30	0.1082%	0.000002965	\$9,937,125,408.60	1.00005	53	63
1/31	0.1082%	0.000002965	\$9,937,125,408.60	1.00005	53	63
Average:	0.1192%	0.000003267	\$9,418,026,892.80	1.00005	47	58



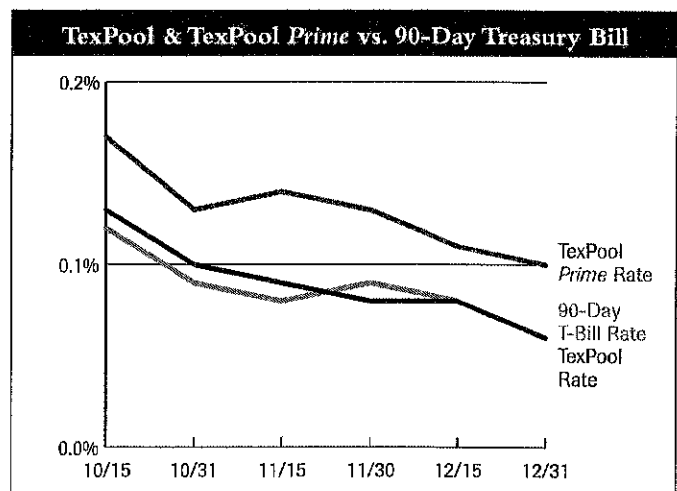
Participant Services
 1001 Texas Ave. Suite 1150
 Houston, TX 77002

doesn't change the urgency. Most participants in the money markets have cleared this hurdle already given our maturity restrictions for floating-rate securities.

One encouraging development is the launch of the Bloomberg Short-Term Bank Yield Index (BSBY). If it gains market acceptance, it could provide a term curve for prime funds in the way SOFR eventually will for government funds. No transactions have been priced off it yet, but that could come later in 2021.

The shift in the Senate to Democrats means fiscal support will be on the table all year, although politics is complicating the passing of the \$1.9 trillion aid package. A couple trillion is a massive amount but getting the economy in gear is the real prize. When the vaccine rollout gains critical mass and people are comfortable going out, we anticipate the recovery to resume its upward path from last summer. That likely will nudge inflation up in some pockets, such as live entertainment. The expected rise in prices won't be enough incentive for the Fed to raise rates anytime soon, as it reiterated in its January policy meeting. But it could advance the timeline to 2022 rather than 2023.

Treasury yields ended the month with 1-month at 0.06%, 3-month at 0.06%, 6-month at 0.08%, and 12-month at 0.09%. The London interbank offered rate (Libor) ended the month with 1-month at 0.12%, 3-month at 0.22%, 6-month at 0.24%



90-Day Treasury Bill is a short-term debt instrument backed by the national government. These are used to collect immediate cash to meet outstanding obligations.

Any private investor can invest in a Treasury bill. The 90-Day Treasury Bill is a weighted average rate of the weekly auctions of 90-Day Treasury Bills.

Past performance is no guarantee of future results.

and 12-month at 0.31%. The weighted average maturity (WAM) at month-end was 37 days for TexPool and 47 days for TexPool Prime.



First Public
12007 Research Blvd
Austin, Texas 78759
800.558.8875 • firstpublic.com

Fund Performance Update

January 30, 2021

Comments by Mellon, Investment Manager

Custodian Bank: State Street Bank
Investment Managers:
American Beacon Advisors and Mellon
The Lone Star Investment Pool is
endorsed by:



The Lone Star Investment Pool Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, changes, and expenses associated with this or any security prior to investing. Investment in Lone Star Investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although Lone Star seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in Lone Star. For further information or for an Information Statement contact First Public at 800.558.8875. The return information is net of all current operating expenses. The return represents past performance and is no indication of future results.

The U.S. Treasury yield curve became steeper as longer bond yields rose as much as 20 basis points. Front-end rates remained anchored as the Fed reiterated that it will keep rates near zero for as long as needed. Despite reaching all-time highs, the Dow and S&P 500 indexes traded lower in the last few days of January to close the month with slight losses.

The last half of the month showed the influence of social media and retail traders with a little capital and a smart phone. A handful of stocks were targeted by these investors on various online trading platforms to drive up the price, causing large fund managers to cut exposure to short positions to minimize risk profiles.

On the economic data front, GDP in the US grew 4.0% in the fourth quarter. The outlook for growth in the latter half of 2021 looks strong assuming the rollout of the vaccine improves and the U.S. economy is able to open closer to full capacity.

Active Participants This Month

Schools and Colleges	571
Other Governmental	81
<i>Total</i>	<i>652</i>

Government Overnight Fund

Return Information

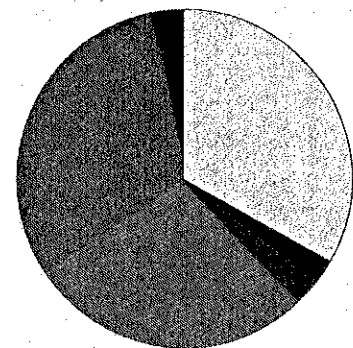
January 30, 2021

Average Monthly Return (a)	0.05%
SEC 7-day Fund Yield (b)	0.04%
Weighted Average Maturity One (c)	40 days
Weighted Average Maturity Two (c)	93 days
Portfolio Maturing beyond One Year	5%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	1,674,752,675.38	1,674,752,675.38
US Treasuries	1,869,605,972.97	1,869,704,940.00
Agencies	2,254,737,545.53	2,255,032,364.90
Money Market Funds	76,375,444.66	76,375,444.66
Total Assets	5,875,471,638.54	5,875,865,424.94

Investment Distribution



Agencies	38%
MM Funds	1%
Treasuries	32%
Cash/Repo	29%

(a) The return information represents the average annualized rate of return on investments for the time period referenced. Return rates reflect a partial waiver of the Lone Star Investment Pool operating expense. Past performance is no guarantee of future results.

Corporate Overnight Fund

Return Information

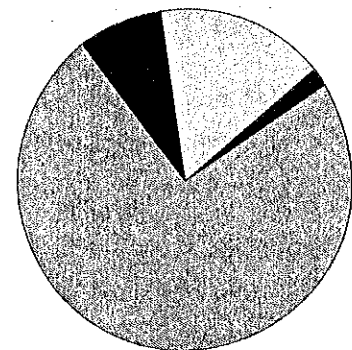
January 30, 2021

Average Monthly Return (a)	0.12%
SEC 7-day Fund Yield (b)	0.11%
Weighted Average Maturity One (c)	50 days
Weighted Average Maturity Two (c)	57 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	344,268,406.62	344,268,406.62
US Treasuries	39,996,175.00	39,996,450.00
Agencies	19,995,470.66	20,040,455.00
Commercial Paper	3,261,661,565.23	3,261,826,730.04
Money Market Funds	279,037,079.09	279,073,064.69
Total Assets	3,944,958,696.60	3,945,205,106.35

Investment Distribution



Commercial Paper	83%
MM Funds	7%
Cash/Repo	8%
Treasuries	1%
Agencies	1%

(b)

SEC 7-Day Yield Calculation

$$\text{Yield} = 2 \left[\left(\frac{a+b}{cd} + 1 \right)^{\frac{1}{7}} - 1 \right]$$

- a - Dividend and interest income
- b - Expenses accrued for the period
- c - Average daily number of shares outstanding during the period that was entitled to dividends
- d - Maximum offering price per share on the last day of the period

Corporate Overnight Plus Fund

Return Information

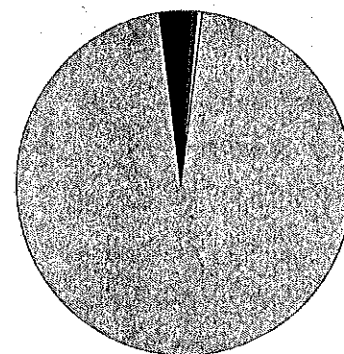
January 30, 2021

Average Monthly Return (a)	0.15%
SEC 7-day Fund Yield (b)	0.14%
Weighted Average Maturity One (c)	65 days
Weighted Average Maturity Two (c)	74 days
Portfolio Maturing beyond One Year	1%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAf/S1+

Inventory Position

	Book Value	Market Value
Cash/Repo	52,678,997.77	52,678,997.77
US Treasuries	19,997,533.33	19,999,340.00
Agencies	49,990,941.68	50,101,215.00
Commercial Paper	7,376,588,379.63	7,377,140,960.34
Money Market Funds	240,854,917.90	240,870,932.99
Total Assets	7,740,110,770.31	7,740,791,446.10

Investment Distribution



Commercial Paper	95%
MM Funds	3%
Agencies	1%
Cash/Repo	1%

(c) The Weighted Average Maturity One calculation uses the industry standard definition of state maturity for floating rate instruments, the number of days until the next reset date. The Weighted Average Maturity Two calculation uses the final maturity of any floating rate instruments, as opined in Texas Attorney General Opinion No. JC0359.

Fund Info - Texas CLASS Portal

As Of Date	Fund Name	NAV	Shares	Fund Balance	Dividend Rate	Daily Yield	7-Day Yield	30-Day Yield
01/29/2021	Texas CLASS	\$1.000064	14,726,586,504.50	\$14,727,534,896.67	0.000003427169	0.1251%	0.1222%	0.1328%
01/29/2021	Texas CLASS Government	\$1.000111	1,070,600,964.76	\$1,070,719,683.70	0.000001771248	0.0647%	0.0656%	0.0779%

SPLENDORA INDEPENDENT SCHOOL DISTRICT

FINANCIAL STATEMENT

February 16, 2021

THIS IS TO CERTIFY THAT THE BOARD OF EDUCATION OF THE SPLENDORA INDEPENDENT SCHOOL DISTRICT IN A MEETING WITH A QUORUM PRESENT ON THIS DATE APPROVED THE FINANCIAL STATEMENT FOR THE PERIOD ENDING January 31, 2021.

PRESIDENT

SECRETARY



**Splendoria ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 16, 2021

Submitted Date: January 25, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible: Marcus Schulz

Department or Campus: Athletic Director

Topic: Dick's Sporting Goods Sports Matter Community Donation/Grant

Background Information: Dick's Sporting Goods

Attachments: Grant Information

Superintendent's Resolutions: Recommended



GRANT AWARD TERMS

The DICK'S Sporting Goods Foundation (the "**Foundation**") is delivering the enclosed grant as part of its Sports Matter Community Grants Program ("**Program**") to the charitable organization identified on the check ("**Grantee**") on the terms set forth below, as well as the additional terms set forth in Schedule A if Grantee is not a public charity or public school.

1. The grant must be used solely to support the Grantee's sports program for children K-12, including related administrative costs; in any event, grant funds must be used exclusively for purposes described in section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code"). No funds may be spent for any other purpose. Upon request, the Foundation may audit the books and records of Grantee to confirm compliance with these requirements.


2. Grantee agrees to cooperate reasonably with the Foundation in publicizing the Grant and the Program, and agrees the Foundation may use Grantee's name and trademark(s) for such purposes.

3. Grantee will indemnify and hold harmless the Foundation and those acting with the Foundation from and against any and all claims, losses, costs, damages, liabilities and costs and expenses (including reasonable attorneys' fees and costs) which arise out of (i) Grantee's acts or omissions related to the Program and (ii) any breach of this agreement.

4. The issuing of the Grant, and any disputes relating thereto, will be governed solely by the internal laws of the Commonwealth of Pennsylvania, and any disputes will be resolved exclusively in the state or federal courts in Pittsburgh, Pennsylvania. In no event will the Foundation's liability exceed the amount of the Grant as listed above.

Check Date: Dec/18/2020		Supplier Number: 0078900		Check No: 000014060	
Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Paid Amount
537625	Nov/30/2020	00004266	5,000.00	0.00	5,000.00
SEND INQUIRY TO: VendorManagement@dcsq.com					
Check Number	Date				
000014060	Dec/18/2020				

THIS DOCUMENT HAS A BLUE COLORED BACKGROUND, ENDORSEMENT BACKER AND A MICROPRINT BORDER LINE. MAGNIFY TO VIEW.

The Dick's Sporting Goods Foundation 345 Court St. Coraopolis PA 15108		000014060
		62-22/311
Date	Dec/18/2020	Pay Amount \$5,000.00***
Pay To The Order Of	****FIVE THOUSAND AND XX/100 DOLLAR****	
	SPLENDORA ISD ATTN: D'Anne Smith 23419 FM 2090 Splendora, TX 77372	
Wells Fargo Bank, N.A. Wilmington, DE	 Authorized Signature	



**Splendor ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 16, 2021

Submitted Date: January 28, 2021

Agenda Business Items:

- Consent Agenda Item**
- New Action**

Information Only Items:

- Presentation**
- Recognition**
- Information**

Name of Person Responsible: Buddy Denman

Department or Campus: Technology

Topic: Erate purchase for district network device upgrade to support 1:1 initiative

Background Information: This purchase through erate will consist of \$398,626 in networking equipment and battery backups to support the large influx of devices that are being used in our district. The cost to the district will be \$79,725.

Attachments: CDW Erate Bid

Superintendent's Resolutions: Recommended

Splendora Independent School District



Thank you for considering CDW for your technology needs. The details of your quote are below.
Contract: TXDIR

QUOTE DATE	DESCRIPTION	TOTAL
12/7/2020	Splendora ISD E-Rate 2021	\$398,626.81

Quote Detail					
QTY	ITEM	DESCRIPTION	LIST PRICE	UNIT PRICE	EXT. PRICE
17	MR53-HW	Meraki MR53 Cloud Managed AP	\$1,704.95	\$664.93	\$11,303.81
17	LIC-ENT-5YR	Meraki MR Enterprise License, 5YR	\$451.58	\$176.12	\$2,994.04
66	MS350-48FP-HW	Meraki MS350-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	\$11,675.72	\$4,553.53	\$300,532.98
66	LIC-MS350-48FP-5YR	Meraki MS350-48FP Enterprise License and Support, 5YR	\$2,062.19	\$804.25	\$53,080.50
8	OR1500LCDRT2U	CyberPower Smart App Intelligent LCD OR1500LCDRT2U - UPS - 900 Watt - 1500	\$439.00	\$332.56	\$2,660.48
1	CDW-SERVICES	Discovery, Design Services, Staging, On-Site Installation, Documentation, Knowledge Transfer (QTY-17 MR53)	\$2,500.00	\$1,180.00	\$1,180.00
1	CDW-SERVICES	Discovery, Design Services, Staging, On-Site Installation, Documentation, Knowledge Transfer (QTY-66 MS350)	\$50,000.00	\$24,715.00	\$24,715.00
1	CDW-SERVICES	Legacy Removal, On-Site Installation, Documentation (QTY-8 CYBERPOWER)	\$3,000.00	\$1,410.00	\$1,410.00
1	CDW-SERVICES	Engineering Support Hours	\$2,000.00	\$750.00	\$750.00

CUSTOMER INFO	CDW INFO
Splendora Independent School District	Mike Smith
23419 FM 2090	Executive Account Manager
Splendora, TX 77372	mike.smith@cdwq.com
281.689.3128	312.705.8788

© 2020 CDW LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.800.4239. Prices are contingent on final pricing approval from Manufacturer. Quote provided based on specification provided by customer. No workload validation has been done. The terms and conditions provided on this link apply: <http://www.cdw.com/content/terms-conditions/default.aspx>. Applicable Taxes and Shipping not shown.



**Splendoria ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 16, 2021

Submitted Date: February 9, 2021

Agenda Business Items:

- Consent Agenda Item**
- New Action**

Information Only Items:

- Presentation**
- Recognition**
- Information**

Name of Person Responsible: Brian Kroeger

Department or Campus: Human Resources

Topic: 2021-2022 School Calendar

Background Information: Option B won the votes, and on the February 9, 2021 DEIC meeting the committee recommended sending this calendar option to the Board for approval.

Attachments:

2021-2022 Calendar

Superintendent's Resolutions:

Recommend Approval of Option B.

SPLENDORA ISD

2021-2022 School Calendar - DRAFT B

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	{11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	{18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	{5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	{21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	New Teacher Orientation		Bad Weather Day
	Teacher In-Service		District Closed
	State Testing Days		Early Release (Schools dismiss two hours early.)
	Employee Trade Days	{ }	Beginning/Ending of Grading Periods



**Splendor ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 16, 2021

Submitted Date: February 10, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible: Kevin Lynch

Department or Campus: Assistant Superintendent

Topic: Discussion and Possible Action to Approve Stantec's Proposal for Long Range Facility Planning and Bond Planning Services

Background Information: Stantec's Proposal for Long Range Facility Planning and Bond Planning Services

Attachments: Stantec Proposal

Superintendent's Resolutions: Recommended



**Splendor ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 22, 2021

Submitted Date: February 19, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible: Dr Jeff Burke

Department or Campus: Superintendent

Topic: Discussion and Possible Action to Approve Resolution to Waive Staff Days Missed Due to Severe Weather

Background Information: Resolution to Waive Staff Days Missed Due to Severe Weather

Attachments: Resolution

Superintendent's Resolutions: Recommended

RESOLUTION OF THE SPLENDORA INDEPENDENT SCHOOL DISTRICT

Whereas, the recent severe weather resulted in the closure of all schools and facilities in Splendor Independent School District ("Splendor ISD") on February 16, 2021, February 17, 2021, February 18, 2021 and February 19, 2021, for the safety of students and staff; and

Whereas, Splendor ISD closed its schools and facilities because it must act in the best interests of, and for the safety of, its students and staff; and

Whereas, in many cases Splendor ISD employees were forced to take actions to ensure the safety of their families; and

Whereas, through circumstances completely beyond their control, they were forced to miss work at the Splendor ISD; and

Whereas, to financially penalize employees who are acting in the interests of public safety potentially will be harmful in the future if these people fail to act in a safe and prudent manner during a required or recommended evacuation for fear of financial loss; and

Whereas, it will be detrimental to the best interests of the District for the District to act in a way that may lead to unsafe conduct by its employees in a future natural disaster; and

Whereas, there is a public purpose served and a benefit to the Splendor ISD to encourage prudent and safe behavior in a natural disaster so that employees have the best opportunity of protecting their safety and being able to resume their duties; and

Whereas, there is a public purpose served and a benefit to the Splendor ISD to demonstrate support of its employees, enhance employee morale and support the retention of employees; and

Whereas, the Splendor ISD 2020-2021 school calendar and related work schedules have been affected by these events; and

Whereas, given the extreme circumstances, the District's Board of Trustees ("Board") wishes to authorize the Superintendent of Schools, in her/his discretion, to revise the 2020-2021 school/work calendar to set forth which, if any, of the missed days will be made up through instruction of students and/or execution of job duties and responsibilities, and to authorize her/him not to dock the pay of District employees for any days not made up in any revised calendar; and

Whereas, the Board believes that a public purpose exists for forgiving or excusing the absences of these employees; and

Whereas, this resolution is not meant to excuse the failure to report to duty on these days by any employees who were instructed by the administration to do so or who were required by contract or job description to report for duty, and who are emergency services personnel or whose presence is necessary to provide for the safety and well-being of the general public;

Now therefore, be it resolved by the Board that:

1. All the above-referenced paragraphs are incorporated into and made a part of this resolution; and

2. The Board finds that a public purpose and a benefit to the Splendora ISD exists to excuse and/or forgive any absences by District employees created by the recent severe weather for days of work not made up based on any revised school/work schedule determined by the Superintendent of Schools, and that payments for such days are necessary in the conduct of the public schools as provided by Texas Education Code § 45.105(c).

3. The Board hereby authorizes the Superintendent of Schools to revise the Splendora ISD 2020-2021 calendar if days missed due to the severe weather are to be made up by students and/or staff, to excuse all absences of District employees for the dates of school closure necessitated by the severe weather and not made up through a revised school calendar and related to work schedule, and pay all employees full compensation for days missed due to this natural disaster and which are not made up on any revised school calendar.

Approved this 22nd day of February, 2021.

By: _____
Board President

Attest:

Board Secretary



This month our elementary students learned about movement using marbles, explored how the earth's rotations cause the day and night cycle, created abstract art, used games to make real-world connections, and celebrated 100 Days of school. We also celebrated with GLE, PCE, and TLE when their teachers received grants from the Education Foundation.





This month the junior high band students enjoyed their lock-in, competed with robotic cars, had a visit from the AFJROTC, and held their first-ever virtual pep rally. The high school cosmetology students treated their counselors to a spa day for counselor appreciation week, six athletes signed their Letters of Intent to play at the college level, and students complimented one another on Compliment Day.



Click the link [HERE](https://drive.google.com/drive/folders/1LYoHj0T8moatVh4eT-03bSHwK31vPlw) to view all pictures submitted to the HLSR
<https://drive.google.com/drive/folders/1LYoHj0T8moatVh4eT-03bSHwK31vPlw>
 X

2021 Strategic Work Timeline

~~January 5 – Agenda Review~~

~~January 19 @ Board Meeting~~

~~Tracking Tool~~

~~created and begin sharing and consider evolution of Board Bulletin~~

~~February 1 – Agenda Review~~

~~February 22 @ Board Meeting~~

~~Recalibration Board Workshop~~ <only a review during board meeting, rather than a workshop this year>

~~provide a refresh (or, for new board members, an introduction to) the District Strategic Direction and the Annual Evaluation Process. Also a time to make modifications to the Tracking Tool.~~

~~March 4 - Agenda Review via Zoom~~

~~March 22 @ Board Meeting~~

~~Evaluation Forms shared with Board members~~

~~with invitation for optional one-on-one pre-meeting. All to be completed before Formal Evaluation Meeting.~~

~~<Superintendent Self Review Shared with Board in advance?>~~

~~April 5 - Agenda Review - Possible Budget Workshop instead~~

~~April 19 - Board Meeting & Good Governance Training with Greg Gibson~~

~~April 26 @ Special Workshop~~

~~Formal Evaluation Meeting~~

~~Board Chair facilitates meeting (referencing discussion guide) with Board members and Superintendent participates as a listener offering insight as appropriate.~~

- ~~1. How well does leadership embody our greatest purpose?~~
- ~~2. Is leadership making progress toward our desired future? If so, why? If not, why?~~

~~Secretary captures notes for the [Evaluation Summary](#).~~

~~May 3 - Agenda Review & Special Workshop?~~

~~Evaluation Summary Review~~

~~Board reviews [Evaluation Summary](#) recommends any edits to be made for approval at June Board meeting.~~

~~2021-22 Annual Goals Identification Board guides development of the upcoming year's [Annual Superintendent Operational Goals](#).~~

~~May 17 @ Board Meeting~~

~~Budget review and discussion.~~

May completed by staff outside of board workshop

Milestones + Evidence of Progress + Budget Drafts

Staff drafts for each goal within the Tracking Tool.

The Board will review and finalize Evidence of progress at the next Special Workshop.

Jun 4 - 6 Thompson Executive Leadership Academy Visioning Board Conference (Location TBA)

Jun 7 - Agenda Review & Special Workshop

Milestones + Evidence of Progress Workshop

Board finalizes Annual Operational Goals and milestones/ evidence of progress for each goal based with staff recommendations.

June 21 @ Board Meeting

Final Approval for Annual Direction. The board will approve the: [Evaluation Summary](#), [Annual Superintendent Operational Goals](#), Annual Budget, Superintendent Contract Renewal

July 8 - Agenda Review

July 19 @ Board Meeting

Secretary submits updated [Evaluation Summary](#) with Annual Goals so there is one full guide for the current year's progress updates and next year's evaluation process.

*the existing 2020-21 Annual Milestones/Evidence will be used for this evaluation period. With the new Evaluation Process the board will have more engagement for this component for 2021-22 Annual Planning.

Last Publish Date: **DATE**

Splendora ISD 2020-21 Goal Tracking

Published before Monthly Board Meeting

1: ORGANIZATION SYSTEMS

Our Strategic Actions This Year..

Annual Operational Goal 1a

Develop collaborative organizational systems and processes that embed district beliefs and ensure continuity for strategic direction.

66% Goal 1a: Key Evidence/Results

- 82% Incentive Plan Participation
- 50% Hashtag Useage [1]

Base (if relevant)	Target	Current	NOTES
60	85%	70%	explain
NA	50	25	

44% Goal 1a: Milestones + Projects

- 100% Teacher Incentive plan (locally developed) that reward adherence to district beliefs and living our culture
- 50% Develop succession plans for each department and campus
- 25% Communication guidelines and plans that promote district beliefs and continuity of mission
- 0% New Employee Orientation Agenda implemented [2]
- 0% New employees receive CKH training
- 88% Exceptional Leaders Academies

Complete Date	Status	Lead
6/30/2021	on track	Jeff
6/30/2021	delayed	Jeff
6/30/2021	complete	Jeff
6/30/2021	other	Jeff
6/30/2021	other	Jeff
6/30/2021	other	Jeff

Annual Operational Goal 1b

Develop a clear plan for managing the impending growth of the district.

0% Goal 1b: Key Evidence

- 0% Board workshops, weekly board summaries, etc

Base (if relevant)	Target	Current
NA	50	0

0% Goal 1b: Milestones + Projects

- 0% Master for facility build out with 4 options (HVAC repair/upkeep/etc.) [3]
- 0% Demographic studies
- 0% Creation of Community facility committee, Land/Facilities committee clear scope work
- 0% 3-5 year budget plan yearly review of Human Resources Plan? [4]
- 0% Continued expansion of classroom technology

Complete Date	Status	Lead
6/30/2021	other	Jeff
6/30/2021	other	Jeff
6/30/2021	other	Jeff
6/30/2021	other	Jeff
6/30/2021	other	Jeff

Annual Operational Goal 1c

Provide continuous updates to board on strategic initiatives and budget management.

0% **Goal 1c: Key Evidence**

0% **Goal 1c: Milestones + Projects**

2: LEARNING EXPERIENCES

Annual Operational Goal 2

Advance opportunities for student-led or student-created work across all content areas.

3: ENGAGEMENT

Annual Operational Goal 3

Develop and deliver a district philosophy and plan for digital learning.

4: COMMUNICATION

Annual Operational Goal 4

Onboard a systemic communication feedback loop that gathers and responds to real-time community (student, staff, parent, etc) voice.

5: WELL-BEING

Annual Operational Goal 5

Identify strategies and actions that focus on and advance student and staff wellness. (pending counselor input)



**Splendoria ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 16, 2021

Submitted Date: February 1, 2021

Agenda Business Items:

- Consent Agenda Item
- New Action

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible:

Brian Kroeger

Department or Campus:

Human Resources

Topic:

Administrative Contracts

Background Information:

Attachments:

<https://docs.google.com/document/d/1HacNXmKIFu8EARlji7Zcj7fszA-RZ8kt7B1xK0aVhlg/edit?usp=sharing>

Superintendent's Resolutions:

Adopt for the 2021-2022 school year.



**Splendoria ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: February 16, 2021

Submitted Date: February 1, 2021

Agenda Business Items:

- Consent Agenda Item
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Administrative Contracts

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Attachments:

<https://docs.google.com/document/d/1HacNXmKIFu8EARlji7Zcj7f szA-RZ8kt7BlxK0aVhlg/edit?usp=sharing>

Superintendent's Resolutions:

Adopt for the 2021-2022 school year.

Possible Agenda Items for Next Meeting:

Student Recognition - Superintendent Advisory Council
Curriculum Management Plan - Special Services Report
School Health Advisory Committee (SHAC) Report
Technology Report
OFSDP Public Hearing
Professional Non-Administrative Employees' Contracts
CTE Report
Monthly Police Report
Adoption of PK Systems