

REINSTATEMENT GUIDELINES

The following guidelines outline the required process for former Houston Police Department officers seeking reinstatement. These steps are designed to ensure compliance with Civil Service requirements, verification of eligibility, and efficient processing, and consistent handling of all requests. Applicants are expected to follow each step as outlined. Failure to do so may result in delays or the request not being process.

NOT Eligible	MAY BE DENIED
Do not hold a valid TCOLE license	Resigned from HPD during a pending IAD investigation
Resigned from HPD while on probation or while still at the Academy	Indefinite suspension or other serious disciplinary action during a previous period of employment with HPD
Previously retired from HPD	Any other background or employment history that makes the candidate unsuitable for service as a Houston Police Officer
Previously terminated (indefinitely suspended) AND termination upheld in arbitration	

ALL REINSTATEMENT REQUESTS MUST BE SUBMITTED IN ACCORDANCE WITH THE STEPS BELOW

Step 1: Contact Certification Office

Applicants must hold an ACTIVE TCOLE license to be considered.

To confirm that status and determine whether additional training is required prior to reinstatement, applicants must contact the TCOLE Certification Office:

Lexi Patterson
Lexi.Patterson@houstontx.gov
(832) 394-2393

Sauqura "Q" Jones
Sauqura.Jones@houstontx.gov
(832) 394-2392

The Certification Office will advise the applicant of any required training. Once confirmed, applicants must retain this information for submission with their reinstatement request.

Step 2: Submit the Formal Request for Reinstatement

Requests must be emailed to:

1. HPD Recruiting Division: HPD.Reinstatements@houstontx.gov
2. City of Houston-Human Resources Director, Jane Cheeks via: Leticia.Ruiz@houstontx.gov

Requests must include the applicant's full name, payroll number, last assigned division, length of service, hire date, separation date, class number, phone number, and email address.

The request must also include the acknowledgement statement below confirming the applicant's understanding and acceptance of the mandatory patrol assignment requirement. Requests that do not include this acknowledgement will not be processed.

Required Email Format:

To whom it may concern,

I, former officer [**full name**], respectfully request reinstatement with the Houston Police Department. I previously served the department for a total of [**length of time**] from [**hire date**] to [**separation date**]. My class number was [**XXX**], my payroll number was [**XXXXXX**], and my last assigned division was [**last assigned division**].

I understand and acknowledge that, if approved for reinstatement, I will be assigned to Field Operations and will be required to serve a minimum of one (1) year in a Method A call for service assignment (Patrol). I further acknowledge that this requirement is a condition of reinstatement and is based on departmental operational needs. I accept and agree to comply with this requirement.

Respectfully,

[Full Name]

Phone: [###-###-####]

Email: [address]

Step 3: Human Resources Review

Upon receipt, City of Houston Human Resources will log the and forward the application through the Civil Service process to the HPD Office of Chief of Police.

The request will be routed to HPD Legal Services for review. The Recruiting Division will be notified once all required reviews are completed.

Step 4: Recruiting Division Contact

Once notification is received, a Background investigator from the Recruiting Division to contact the applicant regarding next steps.

For general inquiries, please contact either:

Recruiting Main Line
(713) 308-1300

Katie Luna
(713) 308-1353

NOTE: Contacting the Office of the Chief of Police or HPD Legal Services regarding any of these steps may delay processing. Applicants are expected to follow the process outlined above.