



# ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT

## Regulatory Permitting Policy

Subject: **Human Trafficking Indicator Signage and Display for  
Hotels**

Policy No.  
**HT-001**

Effective Date:  
**Upon Approval**

### 1. AUTHORITY

1.1. Chapter 28, Houston Code of Ordinances

### 2. PURPOSE

2.1. The purpose of the policy is to establish and build upon the requirement in Sec. 28-213 regarding signage and display of human trafficking indicators, the Houston Police Department's Human Trafficking Unit contact information, and the National Human Trafficking Hotline contact information to empower employees to report tips in hotels by posting the required signage in common employee areas.

### 3. POLICY STATEMENT

3.1. Under the provisions of Article VI, Division 2 of Chapter 28 of the City of Houston Code of Ordinances hotels must train their employees how to identify the signs of human trafficking, which includes both sex and labor trafficking. In addition, hotels must display proper City mandated signage.

### 4. PROCEDURES

4.1. The policy will be effective from the date of signature.

4.2. This policy is to further expand on the requirements as outlined in Sec. 28-213 of the Code.

4.3. The required sign must be downloaded, printed and displayed continuously. Temporary digital displays do not meet ordinance requirements.

4.4. The required provided sign is 11 inches by 17 inches in size.

4.5. The required provided sign lists sex and labor trafficking indicators.

4.6. The required provided sign states that employees of the hotel have received annual human trafficking training.

4.7. The required provided sign lists the Houston Police Department's Human Trafficking Unit and National Human Trafficking Tip Hotline contact information for employees to report tips.

4.8. Attachment A to this policy is the required and proper signage for display, in English.

Approved:

DocuSigned by:

*Tina Paetz*

Date Approved: 6/1/2020

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- 4.9. Signs shall be posted in English, Spanish, and any other language that is spoken by 10% of the hotel's employees. A separate sign shall be posted for each required language.
- 4.10. Free downloadable signs will be available in English, Spanish, Chinese, Vietnamese, Arabic, Urdu and Gujarati at <https://www.houstonpermittingcenter.org/human-trafficking-prevention>. If you need signs translated in additional languages, please send an email request to [info@humantraffickinghouston.org](mailto:info@humantraffickinghouston.org) with the languages needed. Please allow a minimum of 2 weeks for translation. We will consider all reasonable translation requests.
- 4.11. Signage must be placed in those common areas where employees congregate. Some examples include:
- 4.11.1. Employee lounge
  - 4.11.2. Employee lunch room
  - 4.11.3. Employee office
  - 4.11.4. Kitchen area
  - 4.11.5. Laundry area
  - 4.11.6. Housekeeping areas
  - 4.11.7. Other identified locations specific to each hotel where employees congregate.
- 4.12. Failure to post the required provided signage is a violation of the City of Houston Code of Ordinance and punishable by \$100 for the first offense and \$500 dollars for any future offense per day per violation.