

## **FINDING AID FOR UHCL POLICE CHIEF HERBST RECORDS, 1979-1999 (#2007-0008)**

### **Contact Information:**

University of Houston-Clear Lake Archives  
Neumann Library  
2700 Bay Area Blvd.  
Houston TX 77058  
Phone: 281-283-3936  
Email: [archives@uhcl.edu](mailto:archives@uhcl.edu)  
URL: [www.uhcl.edu/library](http://www.uhcl.edu/library)

### **Descriptive Summary**

**Repository** (049): University Archives

**Collection #** (099): 2007-0008

**Title** (245): UHCL Police Chief Herbst Records

**Creator** (100/110): Michael Herbst

**Inclusive Dates:** 1979-1999

**Bulk Dates:** 1995-1999

**Extent** (300): 1 linear foot (2 boxes)

**Language** (546): English

### **Administrative Information**

**Restrictions on Access** (506): none

**Restrictions on Use** (540): none

**Acquisition Information** (541): Donated by Michael Herbst prior to his retirement.

**Processed by** (583): Jean Grant

### **Biographical/Historical Note (545)**

Michael Herbst came to UHCL as a student in 1977 while working as a police officer for the League City Police Department. He graduated from UHCL in 1979 and became Chief of Police in November 1984. He retired as Chief of Police of UHCL in August 2007.

### **Scope and Content (520)**

This is a small collection of Police Chief Herbst's personal office files. It contains a copy of the Regulations and Procedures of the University of Houston at Clear Lake City Security Department (before it became the police department) as well as original police officer badges. Also included are the presentation materials for Law Day VIII and a Field Training Program Manual from about 1990.

**Index Terms (6xx):**

Herbst, Michael  
 UHCL Police Department  
 Law Day  
 UHCL Legal Studies Association

**Arrangement (351)**

Folders have been arranged alphabetically by subject.

**Items Separated**

Items separated from collection and placed in the vertical file:

Copy of Police Department Values, January 1999  
 Brochure—2<sup>nd</sup> Annual Run with the Badge Law Enforcement Torch Run benefiting Special Olympics, February 7, 2004  
 Brochure—Traffic & Parking Regulations (Fall 1991, Fall 1999, Fall 2000, Spring 2003, Fall 2004, Fall 2005)  
 Brochure—Crime Awareness and Campus Security Report 1999, 2000  
 Brochure—Information & Services Police  
 Copy of article from *UHCLidian*, October 4, 1999 "UHCL safest campus in Texas"  
 Copy of article from *Alvin Advertiser*, July 21, 1999 "U of H Clear Lake named safest campus in state for second year"  
 Copy of article from *The Daily Cougar*, July 28, 1999 "UH-Clear Lake safest campus in state"  
 Fax copy of press releases for the above articles

Items sent to cataloging for inclusion into the UHCL book collection:

Campus Master Plan, 1997-2001  
 Employee Handbook, 1991

**Related Material (544)**

UHCL Chancellor Neumann Records, 1990-0002  
 UHCL Police Department folder in vertical file

**Inventory**

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
1	1	Administrative and Finance Survey—Spring 1993	1998-99
	2	Administrative Team Meeting—September 15, 2000	2000
	3	Clear Lake Emergency Medical Corps Certificate of Appreciation	Nd
	4	Field Training Program Training Manual	c. 1990
	5-11	Law Day VIII: Presented by the Legal Studies Association of UHCL	1995-96
2	1-9	Law Day VIII: Presented by the Legal Studies Association of UHCL	1995-96
	10	Police Department Values	1999
	11	Police Officer Badges	1979-85
	12	Regulations and Procedures of the University of Houston at Clear Lake City Security Department	Nd