



Policy Revision Request

Requestor Name Arron Miller Emp # 5944

This revision applies to Existing Policy 10-09-23

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

Brief reason for the revision:

This update to 959.3 reflects the Executive Staff directive dated 09-11-22 whereby a Smartsheet - accessible by commanders - was created to track all sworn employees on Administrative Duty. Policy was updated to reflect current practice. The update to 617.6 merely directs attention to 959.3 to maintain consistency in Admin Duty assignments and tracking.

Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

617 Critical Incident Support Systems and Procedures

617.6 WORK ASSIGNMENTS WHILE ON ADMINISTRATIVE DUTY

When an employee is placed on Administrative Duty status pending an investigation of a critical incident, the employee's commander/manager will work with the appropriate assistant chief to assign the employee to duties which serve the Department's needs and best use the employee's skills and experience, in accordance with GO 959.3 Duty Restrictions.

959 Restricted and Administrative Duty

959.3 DUTY RESTRICTIONS

(a) Officers placed on restricted duty or administrative leave/duty may be assigned to clerical duties at an APD site or at their residence and may have full, limited, or no police authority.

~~1. Sworn employees placed on Administrative Duty status shall contact APD Risk Management at APDRiskManagement@austintexas.gov advising their limited duty status no later than their next working day. APD Risk Management will place the sworn employee in an Administrative Duty assignment.~~

1. The commander, or designee of the employee placed on Administrative Duty shall contact Risk Management at APDRiskManagement@austintexas.gov to access the Administrative Duty Officers and Locations Smartsheet. The link is located in

SharePoint – Support – Risk Management. Commanders must accurately document their employees' information in the Smartsheet.

2. The commander, or designee, of the employee placed on Administrative Duty, shall complete the Administrative Duty Officers and Locations Smartsheet. The information provided shall include, but is not limited to:
 - (a) Employee identifying information.
 - (b) Administrative Duty start date.
 - (c) Regular and Administrative Duty supervisor's names.
 - (d) Administrative Duty assignment.
 - (e) The assigning commander's name.
3. When the sworn employee's duty status is updated, the commander, or designee of the employee placed on Administrative Duty shall update the "end date" in the corresponding cell, if appropriate.