



**RCA  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 10  
AGENDA DATE: Thu 03/03/2005  
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**SUBJECT:** Adopt a resolution amending the Personnel Policies to authorize Austin Police Department (APD) employees assigned by the Chief of Police to perform security coordinator duties at the APD headquarters to carry weapons while on duty.

**AMOUNT & SOURCE OF FUNDING:** N/A

**FISCAL NOTE:** There is no unanticipated fiscal impact. A fiscal note is not required.

**REQUESTING** Human Resources  
**DEPARTMENT:**

**DIRECTOR'S  
AUTHORIZATION:** Vanessa Downey-Little

**FOR MORE INFORMATION CONTACT:** Kim Peterson, Employee Relations Manager/974-3310;  
Rudy Landeros, Assistant Chief/974-5456

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** N/A

**MBE / WBE:** N/A

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The Director of Human Resources requests the following changes in the Personnel Policies:

**Chapter A, Non-Civil Service employees:**

Revision to authorize employees assigned by the Chief of Police to perform security coordinator duties at the APD Headquarters to carry weapons while on duty.

The current practice is to assign sworn police officers to staff the control booth and provide assistance to visitors. If approved, the police department plans to hire seven part-time, temporary positions beginning in March 2005. Employees will wear a basic City of Austin security guard uniform.

The job responsibilities of the employees include but are not limited to the following:

- Stop and identify all visitors to the building and provide appropriate assistance
- Direct and provide consumer access to services within the APD Headquarters or refer to other APD services located throughout the city
- *Provide requested information to consumers contacting the security booth in person or by phone*
- Provide security for Police Headquarters including monitoring closed circuit security monitors

The Director of Human Resources recommends this change in order to:

- Allow the police department to redeploy the 5 sworn patrol officer positions to perform patrol and law enforcement functions.
- Continue to provide for the security of the main APD Headquarters.

Total Number of Attachments: 1 (Council Resolution)