

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.
- (b) Civilian employees may be placed on administrative leave.
- (c) Any restriction placed upon an employee on restricted duty or administrative leave/duty status will be listed on the written direct order given placing the employee on restricted duty or administrative leave/duty.
 - 1. A restricted duty or administrative leave/duty order may restrict employees from:
 - (a) Enforcing any laws or ordinances.
 - (b) Working any Law Enforcement Related Secondary Employment.
 - (c) Accessing information contained in APD files or computer systems.
 - (d) Carrying any firearm on City or APD facilities.
 - (e) Carrying any firearm off-duty unless the employee holds a Handgun License (HL).
 - 2. In addition, a restricted duty or administrative leave/duty order may require employees to:
 - (a) Report to a designated supervisor at specified times.
 - (b) Remain available for court appearances.
 - (c) Remain at their designated work station (e.g., on-site, at home) during duty hours unless on approved leave. Employees must report to their designated supervisor if they leave the designated work station for more than reasonable breaks.
 - (d) Furnish a phone number where they can be reached at 24 hours a day to their designated supervisor and Internal Affairs.