



Policy Revision Request

Requestor Name Jerry Cantu Emp # 6111

This revision applies to Existing Policy 08-17-23

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:

Due to mandated backfill responsibilities by all units, inspections of these units is now necessary. This revision reflects updates to GO 303 BWC inspections and GO 801 general personnel inspections.

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.

303 Body-Worn and Vehicle Camera Systems

303.7 SUPERVISOR RESPONSIBILITIES

- (a) ~~Supervisors of first responder units listed in 303.3(e)1 of this order shall conduct inspections of BWC recordings.~~ Shift/Units who have subordinates below the rank of sergeant shall conduct BWC recording inspections. Supervisors shall ensure that all assigned employees are reviewed in a fair and equitable manner. Additionally, supervisors shall ensure that employees:
 1. Act professionally, treating persons fairly and impartially.
 2. Demonstrate the appropriate knowledge, skills, and abilities to manage the interaction.
 3. Comply with laws, ordinances and APD written directives, specifically GO 328 Racial or Bias-Based Profiling.
- (b) These inspections are conducted ~~quarterly~~ monthly in Axon Performance[®], ~~and sent to the lieutenant within the chain-of-command~~
 1. Each inspection will include ~~two~~ one (1) recording randomly generated ~~by~~ Axon Performance, ~~recordings to ensure compliance with GO 328 Racial or Bias-Based Profiling.~~
 2. If an employee fails at any metric on the random video review, the supervisor will include a notification via Axon Performance to the officer, the lieutenant within the chain-of-command, and Risk Management at APDRiskManagement@austintexas.gov. This is performed after the specific video review.

- (c) All shift/unit supervisors shall:
1. Ensure all assigned employees have assigned a category, and if needed a case number to each ~~video~~event more than 5 days old per GO 303.5.
Supervisors will ensure compliance of this on form PD0122 Personnel Inspections.
 2. Ensure all employees assigned to them are allotted time during their regularly scheduled work week to properly categorize all BWC ~~recording~~events in Axon Evidence.
 3. Investigative unit supervisors shall ensure their assigned Detectives have assigned a category, and if needed a case number to each ~~video~~event per GO 303.4.
 4. When an employee transfers from a shift/unit, the receiving supervisor shall transfer the affected employee to their shift/unit in Axon Evidence™.

801 Equipment and Uniform Regulations

801.8 PERSONNEL AND EQUIPMENT INSPECTIONS

~~Supervisors shall perform inspections of personnel and equipment to ensure compliance with Department General Orders. The supervisor will have until the 10th of the month to submit the completed inspections to their lieutenant. The lieutenant will have until the 20th of the month to review the inspections and forward them to Risk Management at APDRiskManagement@austintexas.gov for storage. The supervisor should retain these inspections in the shift/unit group drive.~~

~~(a) Using form PD0122 Personnel Inspections Citywide, first responder units listed in GO 303.3(e)1 will be inspected in the following manner:~~

- ~~1. Probationary patrol officers (PPO) will be inspected monthly.~~
- ~~2. All other officers will be inspected quarterly in the months of January, April, July, and October for the previous 3-month period.~~

~~(b) Using form PD0122 Personnel Inspections Citywide, non-first responder units not listed in GO 303.3(e)1 will be inspected annually in the following months:~~

- ~~1. Units within the Support Bureau will be inspected in February.~~
- ~~2. Non-first responder units within the North and South Patrol Bureaus will be inspected in May.~~
- ~~3. Units within the Investigations Bureau will be inspected in June.~~
- ~~4. Units within the Headquarters Bureau will be inspected in August.~~
- ~~5. Units under Community Engagement/OCL, Staffing Lieutenant, Peer Support, and any other unit not previously listed will be inspected in September.~~

Supervisors shall perform inspections of personnel and equipment to ensure compliance with Department General Orders.

(a) Using online form PD0122 Personnel Inspections Citywide, supervisors will inspect each probationary patrol officer, officer, detective, and corporal under their command.

1. Probationary patrol officers (PPOs) will be inspected every month.
2. All others will be inspected every quarter.

(b) Supervisor can select any date within the above period for the inspection.

(c) The submitted online form is collected by Risk Management.

1. If an employee fails the inspection, Risk Management will email a prefilled failed inspection form for the officer, supervisor, and lieutenant to sign and email back to Risk Management.

2. Supervisors should retain the failed inspection in the shift/unit group drive for 3 years.