



Policy Revision Request

Requestor Name Jeremy Compton Emp # 4529

This revision applies to Existing Policy 04-05-24

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:

Adding newly approved policy on Corrective Action to Definitions/Classification and the 902.3.1 Complaint Table.

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.

902 Administrative Investigations

902.1.2 DEFINITIONS

- (c) **Classification** - Level of designation for a complaint to determine how it is investigated (e.g. "Class A", "Class B", "Supervisor Referral", "Corrective Action").

902.3.1 COMPLAINT CLASSIFICATION AND INVESTIGATIVE ASSIGNMENT TABLE
 The following table outlines who has investigative responsibility for each classification level.

Classification	Assessment	Investigative Responsibility
Supervisor Referral	<p><u>An incident where no formal Complaint affidavit has been received by IA, however the complainant requests that the issue be brought to the attention of a supervisor. These informal complaints are made directly to IA and/or the OPO.</u></p> <p>A complaint</p> <ul style="list-style-type: none"> • that is a minor policy violation which may result in informal discipline, or • where no formal complaint affidavit has been received by IA, however the complainant requests that the issue be brought to the attention of the supervisor, or • where there is no policy violation. <p>These informal complaints can either be made directly to IA, an officer's supervisor and/or the OPO and are most appropriately handled through other departmental processes (e.g., grievance, Conduct Counseling Memorandum, Employee Success Plan, or training).</p>	<p>If IA/OPO receives this informal complaint from a citizen, it will be forwarded to the appropriate supervisor and chain-of-command for its follow-up and response.</p> <p>Supervisor referrals are entered into the IA tracking system for documentation purposes only and not for disciplinary purposes.</p>
<u>Corrective Action</u>	<u>A minor policy violation that normally results in Informal Discipline, per GO 902.1.2</u>	<u>The appropriate supervisor will complete the Corrective Action process, per GO 902.2.4.</u>