



Policy Revision Request

Requestor Name Matthew Wright Emp # 4418

This revision applies to Existing Policy 08-14-23

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 \$ _____

Brief reason for the revision:

For the purpose of enhancing the safeguarding of officers' rights during off-duty occurrences, while concurrently ensuring adherence to the Department's mandated incident documentation protocols.

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.

908 Reporting of Employee Arrests and Police Involvement for Sworn Employees

908.4 REPORTING PROCEDURE

- (a) Employees who are arrested will inform the booking officer they are employed by APD and request APD Communications be immediately notified of the arrest.
- (b) Employees shall immediately report to their supervisor, with a follow-up memorandum through the chain-of-command to the Chief, of:
 - 1. Any arrests, criminal charges, and/or criminal court actions (except Class C traffic citations and traffic court dates) brought against the employee (to include the date, time, and location of the incident, the name of the arresting agency, ~~a description of the nature of the~~ charge or charges, and the style, court and cause number of the charge or indictment, if any); or
 - 2. Anytime an employee is involved in an off-duty incident that results in a response from any law enforcement agency ~~with the exception in cases of~~ minor traffic violations, minor collisions (non-DWI related), and other minor calls for service where the employee is not considered to be a suspect (e.g., alarm calls, noise complaints); or
 - 3. Anytime an employee becomes the subject of a family violence protective order issued by a court of competent jurisdiction.
- (c) Supervisors receiving such information shall immediately notify ~~the~~ the on-call Internal Affairs investigator. Commander, Supervisors shall submit a ~~with a~~ follow-up memorandum through the chain-of-command to Internal Affairs. ~~to Internal Affairs;~~

~~detailing the circumstances of the situation.~~ The memorandum should contain the name of the involved officer, the date, time, and location of the incident, the involved agency, and a brief description of any action taken by the involved agency. The memorandum should also detail the steps taken by the supervisor and the name and contact information of any persons spoken to regarding the incident. Any actions taken by the supervisor should comply with state law, generally Texas Local Government Code § 143.312 and Texas Government Code Chapter 614, Subchapter B (§ 614.021 - § 614-023), and/or any Meet and Confer Agreement currently in place.

- (d) Employees who receive a criminal conviction ~~which that unduly~~ restricts or prohibits them from fully and properly performing their duties may be disciplined up to and including indefinite suspension/termination.
- (e) Employees failing to provide prompt notice pursuant to this order are subject to discipline.