



Request for Policy Revision

Requestor Name LaMarcus Wells (at request of ES) Emp # 6103

This revision applies to Existing Policy 2-20-24

If new, recommended section _____

This revision is necessary to comply with Current practices

Who does this revision affect? Department

This revision Choose One have an unbudgeted financial impact of 0.00

Brief reason for the revision:

The existing language within the general orders of the Austin Police Department mentions "pager" or "pagers," which are no longer in use or distributed.

Given that the Austin Police Department uses SPOK as its messaging and notification system, the policy language must align with the currently approved procedure.

Document the changes or additions to Policy below. Please include the specific policy number. ~~Red strikethroughs~~ will be used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov.

News and Media Relations

326.2 RELEASE OF PUBLIC INFORMATION

APD's Public Information Office (PIO) is responsible for collecting police information and then fairly, equitably and efficiently disseminating it to the public and media. PIO's primary function is to act as a liaison between the public, the news media and the Department and to coordinate all of the Department's release of public information.

During regular weekday business hours, PIO personnel will respond to the scene as determined by PIO. After office hours the on-call PIO will coordinate with the ranking on-scene officer and make the determination if PIO needs to respond. If the on-call PIO does not respond to the scene, they will send an email or social media ~~pager~~-notification to the media with information about the incident. The ranking on-scene officer will be responsible for media interviews at the scene.

326.2.2 OTHER METHODS OF PUBLIC INFORMATION RELEASE

~~(a) Austin Warning and Communications System (AWACS)~~

~~1. A City alphanumeric pager system designed to provide a rapid method of getting emergency information to the public through the media. It also can be used to provide the media with information about other newsworthy events.~~

~~(b)~~(a) News Releases and News Conferences

1. Written information released by the Department for the media will be coordinated by PIO. News releases will be emailed to news organizations. In addition, press conferences will be coordinated by PIO. Notification of news conferences will be done through news releases, emails, or by social media "~~ring-downs~~", or by ~~AWACS~~.

~~(e)~~(b) Employee Interviews

~~(d)~~(c) Police Records

Emergency Management

407.3.2 TACTICAL ALERT

In addition to any special instructions received via SPOK ~~pager~~ or email, when placed on Tactical Alert all department supervisors will begin to prepare for the probable incident by doing the following:

- (d) In addition to any special instructions, when placed on Tactical Alert, all department personnel (sworn and non-sworn) will prepare for the probable incident by doing the following:
 1. Continue performing all activities as in a Normal State of Readiness.
 2. Keep your department issued cell phone ~~issued pager~~ nearby, day or night, whether on or off-duty, in accordance with APD General Orders.

407.3.3 DEPARTMENT-WIDE EMERGENCY RESPONSE

In addition to any special instructions received via SPOK ~~pager~~ or email, during a department-wide emergency response all department supervisors will execute the tasks they would normally prepare for while on a Tactical Alert and follow orders given by the DOC.

Property and Equipment Accountability

800.3.1 CHECKING OUT EQUIPMENT AND SUPPLIES FROM A PROPERTY CONTROL OFFICE (PCO)

Employees must acknowledge in writing receipt of all equipment and supplies received from a PCO.

- (a) Expendable supplies are items which do not have to be returned to PCO (e.g., flares, ~~pager batteries~~).

Equipment and Uniform Regulations

801.2 EQUIPMENT GUIDELINES

This section includes guidelines for Department approved identification and equipment to include:

- (a) Department Issued Identification.
- (b) Duty Belt and Accessories.
- (c) Armor.
- ~~(d) Department Issued Pagers.~~
- ~~(e)~~(d) Headgear.
- ~~(f)~~(e) Footwear.
- ~~(g)~~(f) Jackets.
- ~~(h)~~(g) Reflective Vests.
- ~~(i)~~(h) Scarves and Gloves.

801.2.2 DUTY BELT AND ACCESSORIES

~~15. Pager - A pager may be worn in case or clipped on belt. Pagers will not be worn attached to a uniform shirt/jacket epaulet.~~

~~16.~~15. Cell Phone - A cell phone may be used but should be secured in a case or pouch on the duty belt, or concealed within the uniform or pocket.

~~17.~~16. Glove Case - A glove case may be used to hold protective gloves (e.g., latex, nitrile).

801.2.3 LOAD BEARING VESTS

(d) The following items may be worn on the duty belt or the LBV:

1. Ammunition magazines and holders.
2. OC canister and holder - Only approved chemical agents will be worn as outlined in GO 206 Control Devices and Techniques.
3. Expandable baton and holder - Only approved batons will be worn as outlined in GO 206 Control Devices and Techniques.
4. Handcuff case - Minimum of one (1), maximum of two (2). Handcuff locking mechanisms will be operable with a universal size key.
5. Portable radio and holder.
6. Flashlight and holder.
7. Keys and whistle - Key silencers must be black or navy blue in color.

~~8. Pager - A pager may be worn in a case or clipped onto the belt or LBV. The pager will not be clipped to a uniform shirt or jacket epaulet.~~

~~9.8.~~ Cell phone - A cell phone may be secured in a black or navy blue pouch or case.

~~10.9.~~ Glove case (e.g. latex, nitrile).

~~11.10.~~ Tourniquet.

~~12.11.~~ Extra CED cartridges secured in a pouch or case.

~~801.2.5 DEPARTMENT ISSUED PAGERS~~

~~(a) Employees issued a Department pager will ensure the pager is operational and, when practicable, in their possession at all times.~~

- ~~1. Employees will respond to any Departmental page as soon as practicable.~~
- ~~2. Employees paging another employee will include their employee number or other identifying designation in the page (e.g., their name or employee number).~~
- ~~3. Pages requiring an immediate response or are urgent in nature (e.g., SWAT call out) should be sent using a designated City of Austin paging system (e.g., Wireless Office, CAD). Systems such as outlook, the internet, and the telephone are not as reliable and/or may not work during large events where technology usage is high.~~

~~(b) Employees may request to receive individual pages as a text message or e-mail with the following considerations:~~

- ~~1. Employees are still required to have their pager in their possession as outlined above.~~
- ~~2. Requests must be submitted by email to the Help Desk and include the employee's name, employee number, email address, cell phone number, and cell phone provider.~~
- ~~3. Only individual pages sent by text message or email via Wireless Office will be received. Group or mail drop pages will not work with this system.~~
- ~~4. Employees are responsible for any costs incurred with their cell phone provider for using this optional service. The Department provides pagers at no cost to the employee and will not reimburse employees for any messages received.~~
- ~~5. Employees making the request must be an authorized person on cell phone provider account to make billing changes and accept charges.~~

General Conduct and Responsibilities

900.6 REQUIRED EMPLOYEE CONTACT AND EMERGENCY CONTACT INFORMATION

It is imperative the Department be able to immediately contact any employee for mobilization in the event of an emergency situation. The Department must also be able to identify an employee's next of kin or other designated emergency contact person in the event of a critical incident. Employees will not disclose the physical or mailing addresses or; phone numbers, ~~or pager number~~ of another APD employee unless permitted by law.

900.6.1 EMPLOYEE CONTACT INFORMATION

The e-PIF (electronic personnel information on-line form) contains the employee's address, phone number, emergency contact, support contact, and religious affiliation. Employees are required to keep all information on their e-PIF current.

- (a) Employees will update their e-PIF within 10 days of any change.
- (b) If an employee has no physical address they will email a map with clear and detailed directions to the residence to APDHR@austintexas.gov. HR personnel will then attach this map to the employees record in the Master Work Schedule.
- (c) Employees will list their telephone numbers to include home, ~~pager~~, work, and cell (if receiving stipend).

Court Appearances

935.2.6 COURT APPEARANCE GUIDELINES AND REQUIREMENTS

- (c) When a County or District Court subpoena does not indicate "Must Appear," employees shall:
 - 1. Jury Trials
 - (a) Contact the Court Liaison for specific appearance instructions
 - 2. Pre-Trials and Trials Before the Court
 - (a) Appear on the designated date and time or be available by phone ~~or pager~~.
 - 1. Phone ~~and pager~~ numbers on file with APD-HR will be used to contact employees.
 - 2. Employees are responsible for ensuring the Court Liaison has the appropriate phone number. Employees may leave a voice mail for the Court Liaison containing alternate phone number(s).
 - 3. Employees will not be compensated for being available by phone.

Overtime and Compensatory Time

950.3.2 ON-CALL ASSIGNMENT

On-call assignments may be established to meet the operational needs of the Department. Non-exempt officers will receive compensatory time in accordance with the current Meet and Confer Agreement. Non-exempt civilian employees will be compensated as determined by the Department Head and/or City policy. Employees assigned to be on-call will:

- (a) Accept an on-call assignment that might result in a call back to work.
- (b) Maintain any necessary equipment when in an on-call status (e.g., radio, ~~paggers,~~ mobile phone).