

949 Secondary Employment

949.3 SECONDARY EMPLOYMENT QUALIFICATION REQUIREMENTS

All LERE secondary employment must be within [Austin Police Department's jurisdiction](#)~~the city limits of Austin.~~

949.5 SECONDARY EMPLOYMENT APPLICATION PACKET PROCESS

Secondary employment requests must be approved by the Department. All applications must first be sent to the Real Time Crime Center (RTCC) for a background check unless an APD Secondary Employment Exemption Request (PD0295) has been completed and approved.

Secondary employment requests originating from the Austin Police Association (APA) will be handled by the APA president and approved by the Staffing Lieutenant. Officers working secondary employment through the APA will not need to submit an application.

Denied applications may be grieved according to General Order 904 Grievance Procedures. The Chief of Police has final authority in decisions to accept or deny any prospective employer/ business.

Secondary Employment Application Packets will be processed in the following order:

(a) APD Real Time Crime Center (RTCC):

1. The applicant will email the Secondary Employment Application Packet to the RTCC at APDWatchCmdrCommander@austintexas.gov. The RTCC will confirm the location of ~~the LERE~~ secondary employment [is within Austin Police Department's jurisdiction](#)~~is within the city limits of Austin~~. Additionally, the RTCC will conduct a background investigation for the business, owner(s), and/or prospective employer(s) to identify if they are found to have been:
 - (a) Convicted of any felony;
 - (b) Affiliated with persons known to have a criminal record; or
 - (c) Engaged, or planning to engage in, criminal activity.
2. The RTCC will electronically process the application in the following manner:
 - (a) Properly completed applications that were denied will be emailed to:
 1. APDSpecialEvents@austintexas.gov for sworn employees. The applicant and their supervisor will be copied on the email; or
 2. The applicant and their supervisor for civilian employees.
 - (b) Properly completed applications that were approved will be returned to the applicant by email.