

DEPARTMENT GENERAL ORDER 07-35

OFFICE of the CHIEF OF POLICE
REPLACES: SOP 300.28.01

DATE: January 29, 2007

ADMINISTRATIVE LEAVE

I. PURPOSE.

Administrative leave serves city and department management as a tool to remove employees from active duty when their continued presence may prove to be a detriment or embarrassment. As such, the following guidelines have been established to utilize this type of leave.

II. INITIATION OF ADMINISTRATIVE LEAVE.

A. City Manager

The City Manager may institute an administrative leave when:

1. An employee has been arrested for a serious crime and is imprisoned pending trial or released on bail pending trial.
2. The employee has been charged with misconduct while on the job and the misconduct is being investigated.
3. A disciplinary action is pending.
4. When it is in the best interests of the city not to have the employee at the work site.

B. Chief of Police, commander, or supervisor

Management and supervisory personnel may immediately place an employee on administrative leave for the remainder of the work period when:

1. A sworn officer is involved in an officer-related shooting or use of deadly force and an internal investigation is on-going.

2. There is a reasonable suspicion that the employee is under the influence of drugs or alcohol.
3. An employee is a danger to himself, other employees, or general public.
4. An employee is grossly insubordinate and is causing disruption of normal operations.
5. It is in the best interests of the department not to have the employee at the work site.

While the above actions by department management are of a temporary nature only, following approval by the City Manager the leave may readily be extended in accordance with the provisions of this order.

III. GENERAL INFORMATION.

An employee may be paid during administrative leave for up to a maximum of thirty (30) calendar days. After thirty days, if the city deems it appropriate that the administrative leave continue, the City Manager may approve an extension of the leave, with or without pay, or require that the employee use vacation leave or compensatory time - or if such leave has been depleted, leave without pay. All normal benefits will continue during administrative leave.

During administrative leave, the city may pursue disciplinary action if warranted. Should termination occur, administrative leave will also end.

When an employee is placed on administrative leave, the employee's supervisor or commander may require the employee turn over city property such as weapons, keys, access cards, badges, ID cards, etc. Also, the employee's computer access may be deactivated.

Once an employee is placed on administrative leave, the employee's supervisor will ensure that the daily time sheets are marked with the letter designator "A" followed by the number of hours the employee will be on leave during any specific date.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld
CALEA Reference: 1.3.8

