

Administrative Leave

209.1 PURPOSE AND SCOPE

The purpose of this policy is to define the procedures when an employee has been placed on Administrative Leave.

209.2 ADMINISTRATIVE LEAVE

In the event an employee is temporarily placed on Administrative Leave their work days and hours shall be changed to Monday through Friday, 8:00 a.m. to 5:00 p.m. In addition, the employee shall remain available and on call with a maximum one-hour response time during indicated hours of Administrative Leave. Non-disciplinary Administrative Leave will not effect an employees shift differential.

Administrative Leave is designed to ensure employees are available during a normal work week to conduct city-related business. This would include but is not limited to, required appointments, court, interviews, medical appointments, and critical incident stress debriefings.

In some instances, when an employee is placed on Administrative Leave as a result of an Internal Affairs investigation, their duties as a peace officer may be temporarily suspended until the investigation is completed. The employee's badge, identification card, and firearm will be retained by the Department. Additionally, the employee will refrain from acting in an official capacity.