

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> Monday, August 25, 2008	<b>NUMBER</b> 1805-A
<b>SUBJECT</b> Internal Affairs – Relief from Duty: Administrative Leave		
<b>REVISED</b>		
<b>REFERENCE</b> SCLEA 18.1.5; CALEA 52.1.8	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 2

**A. Purpose**

To establish procedures for relieving a member of the City of Anderson Police Department from duty by use of Administrative Leave.

**B. Policy**

The policy of the City of Anderson Police Department is to ensure that integrity is maintained through an internal system where objectivity, fairness, and justice are assured by intensive and impartial investigation and review to clear the innocent, establish guilt of wrongdoers, and facilitate fair, suitable, and consistent disciplinary action.

The Supervisor-in-charge has the authority to place a member of the organization on administrative leave with pay for the remainder of the affected member’s scheduled workday. The Chief of Police has the authority to place a member of the City of Anderson Police Department on administrative leave with pay for whatever period of time is deemed necessary by the Chief of Police. The relief from duty resulting from administrative leave may be a temporary administrative action pertaining to an employee’s physical or psychological fitness for duty or an action pending disposition of an internal affairs investigation or for any other reason deemed reasonable by the Chief of Police.

All Internal Affairs policies and procedures apply to all members of the City of Anderson Police Department - sworn, non-sworn, reserve, volunteer, or interns, etc- who has a professional relationship with the department.

## C. Procedures

### 1. Relief from Duty

- a. Supervisors or command officers may relieve a member of the agency from duty and place the member on administrative leave for up to one day under the following circumstances:
  - (1) Conduct by the employee that is criminal, extremely serious in nature, and/or creates potential harm to the officer or others and is personally observed by or reported to the supervisor.
  - (2) The employee is unfit for duty due to physical or psychological reasons (i.e., intoxication, shots fired incident, use of deadly force, etc.).
  - (3) Situations involving allegations of behavior or conduct which make it in the best interest for the member and/or the department that the member be placed on administrative leave.
- b. Any member of the agency receiving an administrative leave by any personnel below the rank of Chief will be required and directed to report **UNARMED** as per general order 1806 to the Chief of Police at 0900 hours on the next business day. The supervisor imposing the leave will also appear at this time with all necessary reports completed. The Chief will review the case and make a determination as to what action, if any, is to be taken.
- c. Members of the agency who receive an administrative leave shall receive pay for the remainder of their shift unless otherwise notified by the Chief of Police.
- d. At the discretion of the Chief of Police, members who receive administrative leave for more than one day may receive full pay for the duration of the leave.
- e. When a member is placed upon administrative leave, a copy of all associated paperwork will be forwarded to the City of Anderson's Human Resources Manager.

### 2. Members to Turn in Badge and Weapons

- a. The supervisor imposing administrative leave has the authority to require the affected member to surrender his/her badge, ID card and all weapons at that time.
- b. At the discretion of the Chief of Police, a member on administrative leave may be allowed to maintain possession of his/her badge, ID card and weapon(s) for part or all of the period of administrative leave.

By order of:

  
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Martin D. Brown, Chief of Police

8-26-2008  
Date