

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870 (R/S-06)	Reference Number <b>HMR-015</b>
	Subject <b>Post Incident Duty Status</b>	
	Special Instructions Replaces HMR-015 dated January 15, 2015	Effective Date <b>May 31, 2018</b>

**I. PURPOSE**

Establish guidelines for an administrative process designed to assist personnel following a Department employee’s involvement in an incident where an officer used or allegedly used deadly force or where an officer interacted with a subject immediately prior to an incident involving serious bodily injury or death.

**II. POLICY**

Involved officers shall be placed on the applicable duty status as specified in the following procedure, pending administrative review.

**III. DEFINITIONS**

A. ADMINISTRATIVE DUTY – A work status indicating the employee is only permitted to perform support job functions (e.g. duty officer or clerical functions) removing the employee from performing otherwise expected essential job functions. Note: Police powers may be suspended for sworn personnel while on administrative duty or leave, if so determined by the Superintendent.

B. ADMINISTRATIVE LEAVE – A work status indicating the employee is temporarily relieved of official police duties and responsibilities. This status may be with or without pay.

C. FULL-DUTY – A work status indicating the employee is capable of performing all essential job functions without physical or psychological limitation.

D. INVOLVED OFFICER(S) – An officer(s) who used or allegedly used deadly force or the officer who interacted with the subject immediately prior to the serious bodily injury or death. Involved does not include officers who may have witnessed the actions of another officer or civilian.

E. LIMITED DUTY – A work status indicating the employee is restricted from performing portions of their essential job functions due to physical or psychological limitation.

**IV. PROCEDURE**

A. An involved officer **shall** immediately be placed on “administrative duty” by the employee’s commanding officer pending a review by the Superintendent.

1. Commanders shall immediately notify the Superintendent, by memorandum through channels, when an employee is placed on administrative duty.

2. An involved employee may:

a. Request to be placed on administrative leave with pay by submitting a memorandum through channels to the Superintendent; or

b. Be left on administrative duty at the discretion of the Superintendent.

B. If an incident does not result in death or serious bodily injury to any person, the involved officer may, at the discretion of the Superintendent be left on “administrative duty,” placed on “administrative leave,” or be allowed to continue in “full-duty status.”

C. Determination of the appropriate duty status shall be based upon the totality of the circumstances, which should include, but is not limited to:

1. The involved employee’s observable pre-incident and post-incident mental and physical state;

2. The desires of the involved officer; and

3. Recommendations from the involved officer’s immediate supervisor and/or commanding officer shall be forwarded, through channels, to the Superintendent.

D. Whether on administrative duty or administrative leave, an involved officer may only return to full-duty upon release by the Department physician and when authorized by the Superintendent, following a review of all appropriately available information.

E. Any involved officer shall be offered assistance to include the following regardless of duty status:

1. Assistance by a Department Chaplain and/or a Critical Incident Stress Management Team (CISM). This assistance is also available to any affected member of the employee’s family; and

2. Access to other Department employees who have also been involved in similar incidents.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.