



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management

Section: 310.5

Subject: Human Resources

Topic: Administrative Restricted Duty

Accreditation:

Revised:

Reaffirmed:

Enacted: 07/30/2015

Last Review: 01/26/2019

Review: 10/01/2019

I. PURPOSE

The purpose of this General Order is to establish and administer a policy that allows an employee to be placed in a limited duty status during circumstances deemed necessary to protect the integrity of the agency and/or the employee.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office that when an employee becomes part of an investigation or any other matter that the Sheriff deems necessary, he/she is to be temporarily removed from full duty and placed in an Administrative Restricted Duty status.

III. DEFINITION

Administrative Restricted Duty: A limited term duty assignment utilized when a sworn member of the Sheriff's Office is restricted from performing an essential law enforcement task, but is capable of performing in an administrative or support function.

IV. PROCEDURE

- A. An employee may be placed in an Administrative Restricted Duty status where he/she will be restricted from performing all or part of the functions of a deputy sheriff. If the employee is placed on Administrative Restricted Duty as a result of an ongoing internal investigation, the seriousness of the allegation will determine the level of restriction placed on the employee. As part of that restriction, the uniform that is to be worn by the employee will also be determined. The employee's assignment should minimize his/her contact with the public.
- B. When the conduct or alleged conduct of a sworn employee is such that it would negatively impact the integrity of the agency, he/she may be relieved from a full duty status by a sworn supervisor. If the conduct by the employee is egregious enough to require that he/she be immediately relieved from duty, the employee shall be placed on administrative leave until an initial assessment has been completed to determine if placement in an Administrative Restricted Duty status is appropriate.
- C. The initial assessment of the employee's restriction shall be determined by the Sheriff or his/her designee. While the employee is in Administrative Restricted Duty status, those restrictions

may be modified at any time.

- D. While an employee is on Administrative Restricted Duty, he/she will report to the Internal Affairs Division. While on Administrative Restricted Duty status, the use of leave by the employee must be approved by the supervisor of Internal Affairs. Any prior approved leave must be coordinated with the Internal Affairs Supervisor. The Internal Affairs Division supervisor shall frequently review the status of an employee on Administrative Restricted Duty and report any updates to the Sheriff or his/her designee.
- E. The employee on Administrative Restricted Duty shall not engage in any overtime, part-time or secondary employment.
- F. Once the level of restriction has been determined, it shall be communicated to the employee in writing and to his/her respective division commander and direct supervisor.
- G. If a division commander has a duty that could be performed by an employee on Administrative Restricted Duty, he/she may contact the Internal Affairs supervisor to determine the employee's availability.
- H. The Sheriff or his/her designee may place an employee on an Administrative Restricted Duty status for any matter other than an ongoing investigation. The employee's Division Commander will be responsible for coordinating the employee's assignment.
- I. While on Administrative Restricted Duty, the employee shall turn his/her issued vehicle over to the Internal Affairs supervisor, along with any other equipment deemed necessary by the supervisor.