



DEPARTMENT OF PUBLIC SAFETY  
INTRA-DEPARTMENTAL CORRESPONDENCE



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**DATE:** FEBRUARY 7, 2012

**FROM:** CHIEF ROBERT W. SHILLING *RS/S7*

**TO:** ALL DPS DIRECTORS, BUREAU CHIEFS &  
DISTRICT/BUREAU COMMANDERS

**SUBJECT:** DIRECTIVE 2012- 02  
ACCESS PRIVILEGE SUSPENSION AND EQUIPMENT  
RECOVERY

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This directive pertains to employees who have been served with official documentation placing them on administrative leave pending termination proceedings or who have been served a contemplated notice of termination. All Department of Public Safety access privileges will be immediately suspended and equipment will be turned in to the Director, Bureau Chief or District/Bureau Commander. The Director, Bureau Chief or Zone/Bureau Major, will order the suspension of all access to IT data bases and will submit a credential sheet to IT.

Additional equipment that will be recovered is:

All keys or building access cards for Department use or facilities;  
Departmental cell phone or pager issued to the employee;  
Computers or tablet devices;  
Vehicle/gas cards issued to the employee;  
Phone cards or any type of procurement card;  
Department issued weapons; and  
Commission card.

Equipment will be stored by the Director, Bureau Chief or District Bureau/Commander until final disposition. Equipment will be returned to the employee upon exoneration and completion of administrative leave. If the employee has been terminated, all department owned equipment will be returned immediately to the appropriate section/bureau for inventory purposes.

Your attention to this directive is appreciated.

RWS:jfp