



Tennessee Department of Children's Services

Protocol for Administrative Reassignment (Desk Duty)

Supplemental to DCS Policy: [4.26, Administrative Leave with Pay](#)

A Department of Children's Services employee must be placed on Administrative Reassignment (Desk Duty) when it is necessary to complete an investigation, the employee disciplinary process, or in other circumstances. When a supervisor has a question about administrative reassignment they should consult with human resources.

An employee being investigated for the following acts shall be placed on Administrative Reassignment pending the conclusion of an investigation and until it is determined that the employee can resume regular job duties:

- Falsification of documentation;
- Acts that involve allegations of dishonesty;
- Acts that would endanger the lives and property of others;
- Acts that involve the sharing of confidential information protected by HIPAA;
- Inappropriate relationship with clients;
- Inappropriate relationships between a supervisor and a subordinate;
- A criminal charge of domestic violence;
- A criminal charge of driving under the influence;
- A criminal charge related to drugs;
- A criminal charge of a crime against a person; or
- A Special Investigations Unit (SIU) investigation related to abuse of a child.

An employee being investigated for acts other than those in the list above may also be placed on Administrative Reassignment pending the conclusion of an investigation and until it is determined that the employee can resume regular job duties.

Employees who are under investigation for falsification of documentation or violations of the Acceptable Use, Network Access Rights and Obligations policy may have their state computer access suspended during the course of the investigation.

Employees who are charged with any crimes (misdemeanors) listed above will be given a period of sixty days to obtain a disposition of the criminal charge. Criminal charges not disposed of within sixty days will result in termination "for the good of the service." If the criminal charge is disposed of within sixty days, the Department will evaluate the disposition to determine if further disciplinary action is necessary.