

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

ADMINISTRATIVE REASSIGNMENT

Reviewed by: Asst. Chief Clay Wheeler	Effective Date: May 19, 2004
Authorized by: Asst. Chief Jeff Sanders	Revision Date: August 25, 2016

PURPOSE

The purpose of this SOP is to provide guidelines to be used when an employee is to be placed on temporary administrative reassignment.

PROCEDURE

Administrative reassignment shall be considered an official duty assignment and will not be charged to leave time or result in a loss of seniority. No employee shall be placed on administrative reassignment without the Chief of Police first stating the operational need for the employee being placed on such reassignment. An employee placed on administrative reassignment shall continue to accrue sick time, vacation time, other compensatory time, seniority, and all other benefits. The employee may request to use benefit leave time during the pendency of the administrative reassignment, but granting of benefit leave time is at the Chief's discretion. In no case shall pyramiding occur.

An employee on administrative reassignment will be assigned to an 8:00am to 4:00pm scheduled Monday through Friday, for the duration of the administrative reassignment with job tasks to be determined by the Chief of Police at the time of the reassignment. He may be required to notify the Chief of Police or his designee of his whereabouts during the pendency of the administrative reassignment. Any activity that would impede the employee's ability to respond to the Police Department during his assigned duty hours requires administrative authorization. The employee shall respond to the Chief's Office within a reasonable period of time after being so notified. Provided however, administrative reassignment shall not interfere with any previously scheduled time off of an employee. Additionally, the employee shall be accessible by telephone, cell phone, and or pager during his assigned duty hours, as though he were working any other duty assignment. The Chief of Police may require the employee to abstain from consumption of alcoholic beverages during his assigned duty hours.

Any employee placed on administrative reassignment shall be advised in writing as to whether the employee is expected to attend any job related events. If out of town travel is required to attend job related events approved by the employee's supervisor, the City shall provide transportation, or in the event the employee is authorized to use personal transportation, the City shall reimburse the employee at the standard mileage reimbursement rate. If an employee does not receive twenty-four (24) hours notice prior to the required commitment, the employee shall not be disciplined for missing said commitment.

An employee on administrative reassignment may have his service weapon, badge(s), uniforms, or police identification taken away from him while on administrative reassignment at the discretion of the Chief of Police when the Chief reasonably believes that the retention of those items by the officer would:

- a. Hamper the function of the Bloomington Police Department or any officer of the Department; or
- b. Cause embarrassment to the Department or any officer of the Department before one or more citizens; or
- c. Reflect adversely upon the accused officer, the Bloomington Police Department, or any officer of the Bloomington Police Department; or
- d. Pose a safety risk to the Department or any person.

An employee on administrative reassignment may be denied access to any or all parts of the police building and facilities at the discretion of the Chief of Police if he deems it appropriate in view of the nature of the reason(s) giving rise to the administrative reassignment. The reasons for seizing issued equipment and clothing and for limiting building access will be included in the statement justifying the administrative reassignment.