



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 908 – Mandatory Reassignment

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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Number of Pages:	2
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.01 INTRODUCTION

This procedure establishes a process for the temporary leave or reassignment of an officer involved in an incident, on-duty or off-duty, in which a person is seriously injured or dies as a result of the officer's action. An officer may also be placed on administrative duty or administrative leave if he is arrested, charged with a criminal offense or is under criminal investigation based on an allegation.

.02 DISCUSSION

The change in duty status of an officer arrested, charged with a criminal offense, or being investigated for a criminal offense does not reflect on the guilt or innocence.

.03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Administrative Duty Administrative Leave

.04 REASSIGNMENT PROCESS

A. When an officer is involved in an incident, on-duty or off-duty, in which a person is seriously injured or dies, to include any incident in which an officer suffers a gunshot wound, regardless of severity and/or is alleged to have engaged in conduct that demonstrates a significant behavioral infraction, the Chief of Police has the ultimate authority – and may delegate such authority to the Department Psychologist to make a determination as to whether the officer is placed on administrative leave or administrative duty. This determination is made immediately after the completion of the initial investigation of the incident.

1. Should the determination be that the officer is placed on administrative leave; the officer's unit/shift prepares the appropriate leave forms and submits the forms to the Office of the Chief for the Chief's signature. The officer remains on administrative leave from the time of the incident until:
 - a. The officer is released from administrative duty by the Department Psychologist; or
 - b. The officer is returned to regular duty by the Chief of Police.

2. Should the determination be that the officer is placed on administrative duty; the officer's Division Commander assigns the officer to administrative duties. In the absence of the officer's Division Commander, the officer's Unit/Shift Director or Section Commander assigns the officer to administrative duties and submits a report to the Division Commander and the Office of the Chief.
 - a. Administrative duty assignments are those positions commonly known as desk, yeoman, or service area assignments and will be determined by Division Commander.
 - b. Officers assigned to administrative duty, in accordance with this procedure, report for duty in civilian attire and are prohibited from wearing the San Antonio Police Department Uniform, and from operating or riding as a passenger in a marked police vehicle.



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- c. Officers placed directly on administrative duty following an incident will meet with the Police Psychologist to assess their fitness for duty prior to their return to full duty status.
- d. The officer remains on administrative duty from the time of the incident until:
 - (1) The Grand Jury makes a decision on the case; or
 - (2) The Chief of Police determines it is no longer necessary for the officer to remain on the administrative duty assignment.
3. The role of the Police Psychologist;
 - a. The Police Psychologist should be notified as soon as possible for the need of their services and should meet with the officer prior to being released in order to make a determination on the officer's duty status.
 - b. If the incident requires that the officer is hospitalized, the officer will follow up with the Police Psychologist upon being discharged in order to make a determination on the officer's duty status.
 - c. Prior to being released from either administrative leave or administrative duty, the officer will be required to follow up with the Police Psychologist for a second contact, the first contact being described in a. and b. above, to briefly assess their psychological status.
- B. If an officer is arrested or charged with a criminal offense, the officer's duty status is determined by the Chief of Police.
- C. If an officer is convicted of a Class C misdemeanor crime of domestic violence, the officer shall be placed on administrative duty pending further investigation of the conviction.

.05 OFF-DUTY OR OUTSIDE EMPLOYMENT

Officers, while on administrative leave or assigned to administrative duty in accordance with this procedure, will not be authorized to engage in off-duty or outside employment which requires the wearing of a police uniform or an extension of police service.