

 NORFOLK <i>Department of Police</i>	Administrative General Order ADM-395: Administrative Duty		
	Office of Preparation: Strategic Management Division (wdp)		
	CALEA:	1.3.8	
	VLEPSC:	ADM 05.03	
LEGAL REVIEW DATE:	September 22, 2015	PRESCRIBED DATE:	9/24/15
City Attorney:	Wayne King	City Manager/Director of Public Safety:	[Signature]
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		[Signature]	

Purpose

The purpose of this order is to outline the policies and procedures related to officers being removed from original duties and placed on administrative duties.

Policy

The Department of Police will safeguard the citizens and employees of Norfolk by placing officers involved in certain incidents into administrative positions. This will be in effect until all appropriate investigations are complete.

Supersedes:

1. G.O. ADM-395: Administrative Duty, dated June 4, 2015
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Death or Serious Injury as a Result of Use of Force
- II. Criminal Involvement
- III. Serious Police Misconduct
- IV. Administrative Duty Assignments
- V. Incidents Not Outlined In Order

I. Death or Serious Injury as a Result of Use of Force (CALEA 1.3.8)

A. Any officer directly involved in a shooting or other use of force resulting in death will be removed from street duty assignment by the commanding officer, pending an administrative review by the chief of police as required by this order.

A determination of duty status involving firearms discharges not resulting in serious physical injury will be made by the chief of police on a case-by-case basis.

B. Any officer directly involved in a shooting or other use of force resulting in serious physical injury may be removed from street duty assignment at the discretion of the commanding officer or designee, pending an administrative review by the chief of police.

C. Officers reassigned according to Section I.A-B above will maintain custody of city-issued firearm, police badge, and police identification card, except as modified by the chief of police in his sole discretion.

II. Criminal Involvement

Officers will be immediately placed on administrative duty and relieved of their city issued firearm when they are charged with a felony, or an offense which would be a felony in the Commonwealth of Virginia, or when they are charged with a violent or serious misdemeanor. The officer will remain in an administrative duty status pending the outcome of the criminal proceedings **and** administrative investigation.

Officers placed on administrative duty for criminal involvement will maintain their issued police badge and police identification card, but are prohibited from taking police action.

III. Serious Police Misconduct

Officers under administrative investigation by the Office of Professional Standards for an incident which may result in a long term or indefinite suspension may be placed on administrative duty.

Officers placed on administrative duty for serious police misconduct will maintain their issued police badge and police identification card, but are prohibited from taking police action.

IV. Administrative Duty Assignments

Upon placing a sworn employee on administrative duty, the employee's commanding officer will provide written notification to the employee indicating the date and time he/she was placed on administrative duty and detailing the restrictions as mandated by this order. The employee placed on administrative duty will sign this document which will be forwarded to the Office of Professional Standards.

Unless otherwise determined by the chief of police, officers assigned to administrative duties will report to a designated work place in appropriate civilian attire. Additionally, officers assigned to administrative duties are prohibited from engaging in any police related part-time employment.

V. Incidents Not Outlined In Order

Additionally, the chief of police reserves the right to place sworn personnel on administrative duty with whatever restrictions he/she deems appropriate based on the unique circumstances of a given incident. In critical or traumatic incidents where serious bodily injury or death occurred as a result of police actions other than those identified in Section I above, the chief of police may place sworn personnel on administrative duty.

Related Documents:

- G.O. ADM-220: Discipline Procedures
- G.O. ADM-310: Transfers
- G.O. ADM-399: Allocation of Personnel
- G.O. OPR-110: Firearms
- G.O. OPR-120: Use of Force
- G.O. OPR-410: Deadly Force Incidents