

# Annapolis Police Department



## GENERAL ORDER

**Number: B.9**

**Issue Date: December  
2015**

**TO:** All Sworn Personnel

**SUBJECT:** Administrative Duty

### **PURPOSE**

The purpose of this General Order establishes guidelines for administrative duty assignments.

### **POLICY**

It shall be the policy of the Annapolis Police Department that commanding officers and supervisors may assign members to administrative duties as outlined in this General Order.

#### **I. Required Action**

- A. Commanding officers and supervisors may assign a member to administrative duties when:
1. The officer is physically or mentally incapable of performing the duties of a position;
  2. An officer fails to receive a passing score in any training mandated by the Maryland Police and Correctional Training Commissions and/or the Annapolis Police Department;
  3. The interests and welfare of the public, the department or the individual officer are best served by such action; or
  4. The member is accused of violations of a serious nature.
- B. Consistent with the Law Enforcement Officer's Bill of Rights (LEOBR), assignments to administrative duty shall not be punitive in nature.

**II. Procedure**

- A. An officer assigned to administrative duties will:
  - 1. Not be authorized to carry any firearm as a law enforcement officer during that administrative assignment;
  - 2. Surrender firearms and ammunition to the department's armorer. If the armorer is not present, give the items to the commander or supervisor who will place firearms and ammunition under lock and key until the armorer is available;
  - 3. Surrender badge, identification card and Maryland Police and Correctional Training Commission Certification card to the Property Section. If the Property Section is closed, give the items to the commander or supervisor who will place the equipment under lock and key until the Property Section is open; and
  - 4. Surrender departmental vehicle and keys (if appropriate) to commander or supervisor.
  - 5. Report to the Administrative Services Division. If the officer is placed on administrative duty on a weekend or holiday when the Administrative Services Division office is closed, the officer will be placed on leave with pay.
  - 6. Officers assigned to administrative duty may be assigned to any shift, leave days and given various tasks as designated by the Commander of the Administrative Services Division.
  
- B. The officer's commander or supervisor will:
  - 1. Immediately notify the officer's division commander, and Internal Affairs Section of the action taken to place an officer on administrative duty;
  - 2. Document the incident;
  - 3. Maintain any equipment surrendered to him or her by the officer under lock and key until it can be turned in to either the Property Section or the Armorer; and
  - 4. Attend any hearings scheduled in the matter as summoned.
  
- C. The Commander of the Administrative Services Division shall:
  - 1. Convene a fact-finding hearing on the next regular work day following a member's administrative assignment to determine:
    - a. Whether or not the assignment was justified; and

- b. Whether or not the assignment should remain in effect;
  - 2. Ensure the events of the hearing are recorded;
  - 3. Submit a report in writing prior to the end of the tour of duty on the day of the hearing to the Chief of Police describing the finding of the hearing and any action taken; and
  - 4. Arrange to have a temporary employee identification card made for the officer if assignment to administrative duty is continued.
- D. The Chief of Police shall review the report of the administrative hearing and shall have the power to overrule any action he deems inappropriate.
- E. Assignment to administrative duty shall be reevaluated by the Chief of Police following any determination by a court with respect to criminal violations or a final decision by an administrative hearing board as to departmental violations.

References
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| <ul style="list-style-type: none"><li>1. Accreditation Standards 52.1.8</li><li>2. Annapolis Police Department's Administrative Hearing Manual</li><li>3. L.E.O.B.R Annotated Code of Maryland Art. 27, Sec 728 and 734</li></ul> |
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