



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-23

Effective: 01/17/16 Expires: 01/17/17 Replaces: 05/07/15

3-23 RELIEF OF DUTY

3-23-1 Policy

Department policy is to take immediate action to deal with personnel who are physically or psychologically unfit for duty or who violate Department policies, procedures, and rules or commit other serious offenses or infractions.

3-23-2 Rules

[N/A] A. Relief from Duty by Supervisor

1. When requested by a supervisor or command officer, the Chief of Police may place an employee on paid leave when a supervisor/manager has reason to believe the employee is not physically or mentally capable of performing essential job duties.
2. Should personnel be charged with a violation of Department policies, procedures, rules, or a serious offense or infraction, or when it appears that dismissal from employment is likely, a supervisor or commander may relieve personnel from duty, with pay, pending final disposition of charges by the Chief of Police.

[6] B. Relief from Duty During Normal Duty Hours

During the division or area commander's duty hours when an immediate relief of duty has been directed by a supervisor, the supervisor, the person's immediate supervisor, and the affected person will report to the division commander. The immediate supervisor will present the reason(s) for relief from duty and any documentation at this time.

[5] C. Relief from Duty After Normal Duty Hours

1. During other than normal duty hours when an immediate relief of duty has been directed, the following steps will be taken:
 - a. Immediate supervisors will direct personnel to report to the concerned division or area commander at the beginning of the commander's next regular duty shift. In the event that several days will elapse before the division or area commander's next regular duty shift, the supervisor will instruct the personnel concerned if they will be permitted to work any intervening assigned shifts. Immediate supervisors will inform the division or area commander of the action taken before they go off duty.
 - b. Immediate supervisors will document facts concerning the reason for the action taken. Relief from duty must be without loss of pay.
 - c. Immediate supervisors are responsible for ensuring that the documentation for action taken moves forward through the chain of command and arrives at the division or area commander's office at or before the next shift.



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[N/A] D. Concurrence by Assistant Chief / Deputy Chief / Major / Executive Director

1. In the event the Assistant Chief / Deputy Chief / Major / Executive Director does not concur with the action taken, the Assistant Chief / Deputy Chief / Major / Executive Director may:
 - a. Ask, in writing, for additional clarification from those supervisors who have direct personal knowledge of or are involved in the action.
 - b. Require, in writing, that a further investigation be conducted by the Internal Affairs Section. When this alternative is taken, the deputy chief/deputy director/area commander will suspend further action against the employee, pending the completion of the investigation.
 - c. Direct some course of action other than relief of duty.