



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 13.1

TITLE: ADMINISTRATIVE REASSIGNMENT

EFFECTIVE: 08/05/2018

REVISED: 06/08/2024

PURPOSE

The purpose of this Chapter is to provide for continued employment status of an employee in lieu of normal duties when it becomes necessary to immediately relieve an employee from duty for an alleged infraction of department rules, Chapters, or violation of the law or for administrative reasons.

This Chapter also provides for the reassignment of employees in response to psychological referrals and during the administrative investigation of on-duty incidents where death or serious physical injury has occurred.

DEFINITIONS

Administrative Reassignment - This status applies to commissioned employees who are removed from the performance of all police duties with no loss of salary. Employees are assigned to perform non-police authority-related administrative work or other tasks within the department which limit public contact.

Administrative Training Status - This status applies to employees who have been released from administrative reassignment by the Superintendent of Police or the PIB but need to complete required training before returning to full duty.

Serious Physical Injury—Physical injury that creates a substantial risk of death; causes death or serious and protracted disfigurement; or causes impairment of the function of any bodily organ or limb. (See **Chapter 1.3 – Use of Force**).

POLICY STATEMENT

1. The reasons for Administrative Reassignment may include, but shall not be limited to:
 - (a) An employee's alleged use of drugs;
 - (b) Any alleged act, or failure to act, which jeopardizes the public's safety or the department's integrity;
 - (c) Any alleged act which brings into question the employee's continued ability to perform their duties;
 - (d) The employee's physical arrest (including summons) or contempt of court resulting in detention; or
 - (e) Any misconduct by an employee that impairs the efficiency of the public service in which the employee is engaged.

2. Only the Superintendent of Police or their designee may place an employee on administrative reassignment.

ADMINISTRATIVE REASSIGNMENT PROCESS

3. When an employee is placed on administrative reassignment status, the supervisor issuing the order shall:
 - (a) Ensure the employee's Captain is informed of the reassignment, and
 - (b) The employee is advised of the date, time, and location where to report.
4. The employee shall be relieved from law enforcement duties and assigned to the Administrative Duties Division, except as indicated below:
 - (a) Employees placed on administrative reassignment due to disciplinary investigations, criminal investigations, or investigations arising out of a police shooting shall be reassigned by the Public Integrity Bureau. The employee's original place of assignment shall carry the individual detailed to PIB. The employee's place of reassignment will be responsible for maintaining the employee's payroll. PIB shall notify OPSE of members placed on administrative reassignment.
 - (b) The employee shall not work police secondary employment while reassigned without the express written approval of the Superintendent of Police. A request to work secondary employment shall be made through the employee's regular chain of command. (See: **Chapter 22.08 – Police Secondary Employment.**)
 - (c) Should the reassignment continue into the employee's next tour of duty, the employee shall be directed to report for duty in plain clothes.
5. The Superintendent of Police may limit the commission of any employee placed on administrative reassignment status to those working hours when the employee is physically at their place of assignment.
6. The supervisor who receives approval for an administrative reassignment shall document that approval on an **Administrative Reassignment** (AR-1 form) attached as Appendix A of this chapter. Distribution shall be made as indicated on the Administrative Reassignment Form.
7. If an employee is reassigned to any unit or section other than the unit or section listed on the AR-1 form, that reassignment and approval by the Superintendent must be documented, in writing, by email or departmental memo, and attached to the original AR-1 form. The email or departmental memo must document the approval and date of the change in assignment.

REVIEW OF ADMINISTRATIVE REASSIGNMENT

8. The facts and circumstances surrounding the employee's reassignment shall be reviewed by the Deputy Chief of the Public Integrity Bureau and the employee's Bureau Chief within 24 hours.
9. The Superintendent shall be notified of the results of the review and may hold a hearing on the merits of the administrative reassignment.
10. If a decision to return the employee to his normal duties, or to have a hearing, cannot be arrived upon within the 24-hour time period, the employee shall remain on administrative reassignment status until further notified.
11. The employee's reassignment status shall be reviewed by the Deputy Chief of the Public Integrity Bureau at least once each week until the employee is returned to their regular

assignment.

REMOVAL FROM ADMINISTRATIVE REASSIGNMENT

12. Only the Superintendent of Police may terminate the administrative reassignment of an employee.
13. The Deputy Chief of the Public Integrity Bureau shall notify the employee when they are removed from administrative reassignment duties.
14. The employee will remain on administrative reassignment until such time an investigation has determined, by a preponderance of evidence, that the removal from administrative reassignment would no longer affect the efficient operation of the department.
15. If the administrative reassignment is the result of an officer involved shooting or other critical incident, the employee shall remain on reassignment until the Department's contracted psychologist determines that the employee is able to return to regular duty.
16. NOPD should consider whether placing the employee into their previous assignment may affect the efficient operation of the department when considering removing an employee from administrative reassignment, so long as the assignment is consistent with the employee's permanent Civil Service classification.
17. During a declared emergency, the Superintendent of Police may return administratively reassigned employees to active duty.

PAYROLL RECORD KEEPING

18. If an employee is reassigned to a unit other than their permanent place of assignment, he/she shall be carried "DETAILED" by their normal place of assignment.
19. The location where the employee is temporarily assigned shall be responsible for entry of the employee's daily work hours. In the remarks section of the employee's payroll record, the notation "**administrative reassignment**" shall be inserted.

You are directed to report to _____
(assignment)

on ____/____/____ at ____:____ in plain clothes. The following applies to your reassignment:
(Date) (Time)

- Your privilege of working police secondary employment assignments is hereby suspended.
- Your police commission is also limited to those hours when you are at work and at your actual place of assignment.
- Your police commission is suspended pending a determination by the Superintendent of Police.
- Your privileges of operating an NOPD vehicle are hereby suspended.

(Reassigned Employee – print and sign)

(Issuing Supervisor – print and sign)

Approved / Disapproved
Superintendent of Police

RETURN TO FULL DUTY STATUS

Effective _____, at _____am/pm, your Administrative Reassignment is cancelled, and you are reinstated to full regular duty. All of the restrictions placed on you during the Administrative Reassignment are removed.

You are further instructed to contact _____, of the _____, regarding reporting time to your regular assignment.

REMARKS: _____

Acknowledged: _____ Date: _____

Served by: _____

- cc:
- 1 - Superintendent of Police
 - 1 - Public Integrity Bureau
 - 1 - Reassigned employee's Bureau Commander
 - 1 - Reassigned employee's Commander
 - 1 - Employee Relations Unit
 - 1 - Reassigned employee