



# Helen Police Department

## Standard Operating Policies and Procedures

Chapter A-105  Relief from Duty	Effective Date:	August 1, 2022	# of Pages:	2
	Revised Date:		Distribution Authorization:	<i>Alonna C. Barnett</i>
	Special Instructions:			

### I. PURPOSE

To establish guidelines for the removal of an employee from the line of duty when actions involving the employee result in the death or serious bodily injury of an individual, or in the event of an Internal Investigation of criminal allegations against an employee.

### II. POLICY

- A. Whenever an employee's action or use of force results in serious injury or a death, or when an officer discharges a firearm for a reason other than the dispatch of an injured animal the employee shall be removed from his line of duty assignment pending the findings of a review by internal affairs. This is not limited to shooting and may include incidents such as a fatal motor vehicle collision involving an employee.
- B. If the employee's actions resulted from the use of his department-issued or back-up weapon, the agency investigating the incident (GBI) shall take control of the weapon(s) used and all ammunition and process the property in accordance with department policy.
- C. If an employee's actions result in the employee being the subject of criminal allegations or an administrative investigation the employee may be removed from his or her line of duty assignment at the discretion of the Chief or his designee. The authority to relieve an employee from duty is extended to all supervisory levels.
- D. Removal from line of duty, while an incident is under investigation, shall be non-disciplinary with no loss of pay or benefits by the employee. The employee will remain available for official departmental needs regarding the incident. The employee will not discuss the incident with persons outside of the Department except:
  1. Personnel of the District Attorney's Office;

2. The employee's private attorney;
  3. The employee's psychologist;
  4. The employee's chosen clergy; or
  5. The employee's immediate family.
- E. Relief from duty is to serve two purposes:
1. To address the personal and emotional needs of the employee involved in the action or use of force resulting in death or serious physical injury.
  2. To assure the community that the incident is being fully and professionally investigated.
- F. Whenever an employee's actions or use of force results in a death, it is mandatory that the employee receives psychological counseling.
1. Professional assistance for the officer shall be initiated through the City of Helen.
  2. Professional assistance provided to the employee shall remain confidential. The psychologist shall consult with the Chief of Police regarding the employee's condition and recommendations for his or her return to duty.
- G. In the event that a supervisor feels that an employee is not fit for duty either psychologically or physically the supervisor is authorized to place that employee on administrative leave. That employee will then be required to undergo an evaluation by a qualified professional to determine their fitness for duty prior to returning to their line of duty assignment.
- H. Employees so relieved shall remain on a "relieved of duty" status until investigations of the incident are concluded. The employee shall return to regular duty status when orders have been issued reinstating the employee to regular duty status.