

DEPARTMENT OF POLICE
MONTGOMERY COUNTY, MARYLAND



SUBJECT: ADMINISTRATIVE LEAVE

DD 83-07
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DISTRIBUTION: A
EFFECTIVE DATE: 07-15-83

NOTE: FOR PURPOSES OF THIS AGREEMENT, THIS APPENDIX HAS BEEN EDITED, AS THE ADMINISTRATIVE LEAVE PROVISIONS CONTAINED HEREIN PERTAIN SOLELY TO ARTICLE 58. ALL OTHER ADMINISTRATIVE LEAVE IS GOVERNED BY ARTICLE 2.

- II. B. By authority of the Chief of Police, unit commanders will place an employee in their command on administrative leave when that employee causes or is responsible for, whether accidental or deliberate:
- the taking of a human life.
 - the serious injury of a person.
- This action is not punitive and has two purposes:
- to remove the officer from unnecessary contact with the public to allow him sufficient time to recover from the incident and,
 - to provide the department sufficient time to conduct a preliminary investigation.
- C. By authority of the Chief of Police, unit commanders will place an employee on administrative leave when he has been involved in a traumatic incident. Traumatic incidents for the purposes of this policy are those defined in the Traumatic Incidents Program which require an information session with the police psychologist. These incidents are:
- when the actions of a department employee, whether accidental or deliberate, result in the death or serious injury of a person.
 - when members are present at the death or serious injury of a department employee. This includes Communication Division personnel directly responsible for radio or phone service during the incident.
 - negotiating team members directly responsible for management of negotiations when the incident terminates in serious injury or death.
- Prior to a return to full duty, the affected employee is required to meet with the police psychologist for one session.

II. E. Employees will be granted administrative leave by their unit/district commanders to participate in the following activities subject to manpower availability:

- Blood donations - up to three hours at the end of the tour of duty.
- Participation in the Office of Stress Management's Stress Intervention Program - two hours per visit for up to eight visits in a series. Granting of leave is to be coordinated with the participant's immediate supervisor to ensure coverage during the leave period.

III. B. When an employee needs to take administrative leave he will request the leave 10 working days in advance by memorandum to the Chief of Police via the chain of command unless the leave is for an authorized organization activity, for participation in the Stress Management Program or for blood donation.

C. The use of all administrative leave will be documented as follows:

1. A leave request form will be completed and approved by the employee's supervisor prior to the use of the leave.
2. The leave will be recorded on the Bi-weekly Time Sheet as administrative leave on line 08, 09, or 10.

IV. Regulations for Employees on Administrative Leave

A. Employees on administrative leave for routine activities (meetings, employer/employee relations, the Stress Management Program, etc.) will provide their supervisor with:

1. The location of the activity.
2. A phone number at which they can be reached.

B. When employees are placed on administrative leave by a supervisor, the employee, during the hours and days the leave is applicable, will:

1. Be immediately accessible to the department. This requirement will be met if the employee is able to report for duty within one hour of notification.
2. Provide his supervisor with a phone number or other means of immediate contact.

APPENDIX O

V. Resumption of Regular Duties

- A. In cases requiring internal investigation, employees may resume regular duties upon the completion of the investigation or inquiry, after meeting with the police psychologist if required by this policy, and subject to the approval and authorization of the Chief of Police.
- B. In cases not requiring internal investigation, employees who have experienced traumatic incidents will return to normal duty after meeting with the police psychologist.



Montgomery County Government

MEMORANDUM

TO:

FROM:

SUBJECT: Administrative Leave

DATE:

In compliance with Department policy (FC 310), you are hereby notified that you are being placed on administrative leave. This action is not punitive.

The following information is provided to ensure that you understand the reason for this action, your rights, and your responsibilities.

1. Reason: _____

2. Work schedule - the hours during which you must be available to the Department. Available is defined in Department Policy as providing a phone number at which you can be reached and being able to respond to your duty station within one hour.

3. [] The incident you were involved in qualifies under the Department's Traumatic Incidents Program. During the next 48 hours you must contact the Police Psychologist and schedule an information session. The Office of Stress Management phone number is 279-1269.
The psychologist will provide you with verification of compliance with this requirement, which must be presented to your unit commander upon your return to duty.
4. [] There will be an internal investigation conducted of the incident. The Chief of Police will be notified verbally of the incident. He will determine any further action to be taken. In compliance with the Police Officers' Bill of Rights, the Chief may immediately return you to full duty, continue your administrative leave, or suspend you without pay pending further investigation.
5. You will be informed in writing by the Chief of Police of any further information concerning his initial actions and any further requirements of you.
6. You will continue in your present pay status until and unless you are advised differently.
7. During the hours other than your work schedule (paragraph 2) you are free to come and go without restriction.
8. You are not restricted in any way from working at your normal secondary employment, if applicable. If you do work, you must comply with the availability requirement in paragraph 2.



Office of Stress Management

50 West Montgomery Ave Suite 330 Rockville, MD 20850 / Telephone: 279-1269

STRESS INTERVENTION PROGRAM REFERRAL TECHNIQUES

INSTRUCTIONAL OBJECTIVES

After review of these materials, you should be able to:

1. Explain the Stress Concept
2. Explain the Office of Stress Management Programs
 - Eligibility
 - Contact Procedures
 - Services
 - Policies on Confidentiality
3. Refer effectively by use of
 - motivational and listening techniques
 - appropriate self-disclosure
 - supervisory recommendation

The materials included in the supervisor's manual summarize the official policies and procedures of the Office of Stress Management, and do not contain complete details of programs. In the case of additional questions regarding program policies and activities, the supervisor may consult the complete OSM Policies and Procedures Manual housed in central administrative offices and in OSM, or consult the Director of the program.

Every effort has been made to summarize programs accurately. If conflict exists between approved complete policies and procedures and these materials, however, the complete document applies.

POLICE



MONTGOMERY
COUNTY

Office of Stress Management

50 West Montgomery Ave Suite 330 Rockville, MD 20850 / Telephone: 279-1269

SUPERVISOR'S HANDBOOK

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 - 2. Diversion Program
 - 3. Traumatic Incidents Program
 - B. Education & Training
 - 1. In-Service Training
 - 2. Special Topic Seminars
 - 3. Stress Information Packages
 - C. Consultation and Research
- III. STRESS INTERVENTION PROGRAM
 - A. Eligibility
 - B. Contact Procedures
 - C. Services
 - 1. Assessment
 - 2. Short-Term Consultation
 - 3. Client Representation
 - D. Policy on Confidentiality
 - E. Referral Techniques
 - 1. Motivation
 - 2. Interviewing Skills
 - 3. The Referral
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 - G. Supervisor Support
 - 1. Follow-Up
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IV. DIVERSION PROGRAM

- A. Eligibility
- B. Contact Procedures
- C. Services
 - 1. Assessment
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 - 3. Service Provision
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- E. Referrals
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V. TRAUMATIC INCIDENTS PROGRAM

- A. Eligibility
- B. Contact Procedures
 - 1. Automatic Referrals
 - 2. Discretionary Referrals & Self-Referrals
- C. Services
- D. Policy on Confidentiality
- E. Referral Techniques
- F. Fitness for Duty

VI. GENERAL OSM POLICIES

- A. Leave to Participate in OSM Programs
 - 1. Stress Intervention Program
 - 2. Diversion Program
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- B. Fitness for Duty Determinations
- C. Sick Leave
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APPENDIX: Background Readings on Stress Intervention Referral

- 1. Reflecting, Paraphrasing and Clarifying
- 2. Communicating Respect
- 3. Appropriate Self-disclosure