

## **UNIT ORDER #15 - INVESTIGATIONS OF RELIEVED OF DUTY (ROD) PERSONNEL**

Members of the Department may be ROD when the alleged misconduct is of such a nature that discharge may result. Consequently, these investigations should be given the highest priority and should be completed in 60 days, when practical.

Division Chiefs or Unit Commanders often relieve subjects of duty based on information known at the inception of an investigation. It is our responsibility to ensure the concerned Chief or Captain is kept apprised of the status of the investigation.

Investigators shall provide their Team Lieutenant regular updates on the progress of cases involving ROD subjects. This update shall be provided immediately if information is developed in the investigation that would reduce the likelihood that the employee might be discharged, so that he may be considered for return to duty. The update will be sent via email and contain the following:

- 1) A synopsis of the case
- 2) The progress of the case.
- 3) Any factors that are causing a delay.
- 4) An estimated completion date.

When an Internal Affairs Bureau (IAB) Lieutenant receives information from an investigator on a ROD case that has the potential of altering the ROD status, the Lieutenant will do the following:

- 1) Notify the IAB Captain.
- 2) Contact the concerned Division Chief and Unit Commander.

The new information will be provided to the concerned Division Chief and Unit Commander for their consideration regarding returning the employee to full duty.

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