


|   |                               |   |
|---|-------------------------------|---|
| <b>SUBJECT<br/>ASSIGNMENT TO<br/>ADMINISTRATIVE<br/>LEAVE FOR FORMAL<br/>INVESTIGATION OR TO<br/>ALTERNATE DUTY</b>   | <b>POLICY NUMBER<br/>3.03</b> |  |
| <b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Personnel Services  |                               |   |
| <b>PURPOSE/SCOPE:</b> To establish policy and procedure for assigning members to administrative leave for formal investigation or to alternate duty for a temporary period of time. |                               |   |

## I. AUTHORITY

Section 110.201, Florida Statutes, Personnel Rules, Records, and Reports  
Section 110.219, Florida Statutes, Attendance and Leave; General Policies  
Section 60L-34, Florida Administrative Code, Attendance and Leave

## II. POLICY

Agency policy is to provide management, under certain circumstances, with the ability to either remove a member from the workplace by placing them on administrative leave for investigation, or when appropriate, having them perform temporary duties by placing them on alternate duty in the workplace.

Administrative leave for formal investigation and alternate duty assignments are to be made only in critical and necessary situations, are not routine assignments, and should continue for the shortest time possible.

Assignment to administrative leave for formal investigation may be made when a member is under investigation for an offense for which dismissal is possible, or when undergoing a Fitness for Duty examination and safety necessitates removal from the workplace.

Those assigned to administrative leave for formal investigation will remain prepared to report to work if called in by management, unless they have requested and been approved to take other leave, such as sick leave, during the period. Assignment to administrative leave for formal investigation will not exceed 14 calendar days, unless an extension is granted by the Executive Director or designee.

Alternate duty is appropriate for members with medical conditions making them temporarily unable to do ordinarily assigned work.

|  |                                     |
|--|-------------------------------------|
| <b>Executive Director</b><br>SIGNED ORIGINAL ON FILE | <b>Effective Date</b><br>06/12/1998 |
| <b>Page</b><br>1 of 2                                | <b>Revision Date</b><br>11/01/2011  |

STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

| <b>SUBJECT</b>                                    | <b>POLICY</b> | <b>PAGE</b> |
|---|---------------|-------------|
| ASSIGNMENT TO ADMINISTRATIVE OR ALTERNATE<br>DUTY | 3.03          | 2 of 2      |

Either type of leave must be coordinated with the Division Director and with the Bureau of Personnel Services before the assignment is made.

### III. PROCEDURES

Please click [HERE](#) for a guide to roles and responsibilities for administrative leave for investigations and alternate duty assignments.