

Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 2.5
	Effective Date: 01/02/04 Prv. Rev. Date: 07/08/22 Revised Date: 12/26/25
	Accreditation Standards: KACP: 1.12, 4.6, 10.2, 10.6, 12.1, 12.6
Chapter: Personnel	
Subject: Administrative Leave/Administrative Reassignment	

2.5 ADMINISTRATIVE LEAVE/ADMINISTRATIVE REASSIGNMENT (KACP 10.2a)

2.5.1 OVERVIEW

Officers who are involved in a use of force action or a motor vehicle collision as a result of police action, resulting in death or serious physical injury, requires officers to be immediately placed on administrative leave or administrative reassignment, pending an administrative investigation (refer to SOP 8.12) (KACP 1.12).

Officers may also be placed on administrative leave or administrative reassignment while under administrative, criminal, or other investigation (KACP 12.6h), or at the discretion of the Chief of Police, or their designee.

2.5.2 DEFINITIONS

Administrative Leave: A temporary leave of absence from a job assignment, with pay and benefits intact. An administrative leave may also include the limitation of police powers.

Administrative Reassignment (i.e., temporary duty (TDY)): A temporary change in the member's job assignment/responsibilities, which may include the limitation of police powers.

Police Psychologist (KACP 10.6): A licensed, state-certified psychologist who provides routine and emergency/crisis clinical psychological evaluation to members and their immediate families by providing assessment, psychotherapy, consultation, and referral services. The police psychologist will provide professional therapeutic and supportive services to members and their affected family members, as requested. The police psychologist will assess and monitor a member's emotional and mental status and provide treatment, as appropriate. The police psychologist serves as a clinical advisor to the Wellness Unit, Peer Support Team (PST), Hostage Negotiation Team (HNT), and Crisis Intervention Team (CIT).

2.5.3 ADMINISTRATIVE INVESTIGATION (KACP 12.6h)

When an officer is placed on administrative leave or administrative reassignment involving administrative, criminal, or other investigations, the following may occur:

- Limitation of police powers;
- Departmentally-issued equipment surrendered at the discretion of the Chief of Police, or their designee;
- Work duties reassigned; and/or
- Relieved from all work duties.

The officer's division commander, or their designee, will serve the involved officer with a Notification of Limitation of Police Powers form (LMPD #11-0008) and provide a copy to Police Human Resources (HR). The leave is without loss of pay or benefits and should not be interpreted as disciplinary action or to imply or indicate that the officer acted improperly.

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2.5.4 ATTIRE (KACP 12.1)

When a Louisville Metro Police Department (LMPD) member is on administrative reassignment, attire is governed by their assigned division/section/unit's standards set forth in their respective operations manual or by the division/section/unit's supervisor. A member may request reasonable accommodations to such requirements by contacting Police HR.

2.5.5 WELLNESS MEETING

When an LMPD officer has limited police powers and is placed on administrative leave or administrative reassignment, the Wellness Unit will be made available to the involved officer and/or the officer's family. Upon the officer's request, the Wellness Unit will schedule a meeting. During the meeting, the Wellness Unit will provide contact information and details of available Wellness Unit resources, and answer questions regarding the administrative leave or administrative reassignment process and/or return to duty protocols.

2.5.6 RETURN TO DUTY – ADMINISTRATIVE LEAVE OR ADMINISTRATIVE REASSIGNMENT (KACP 12.6h)

An officer who is on administrative leave or administrative reassignment, where the officer's police powers have been limited, may not return to regular duty until directed by the Assistant Chief of Police/Accountability and Improvement Bureau (AIB). This decision may be based on one (1) or more of the following:

- Release by the Special Investigations Division (SID) and/or Professional Standards Division (PSD) Commander(s);
- Recommendation of the police psychologist regarding an officer's fitness for duty evaluation (refer to SOP 8.12) (KACP 10.6);
- Release by the departmental physician or a qualified healthcare provider (if the officer has been physically injured);
- The consideration of all of the facts and circumstances; and/or
- The status of the administrative/legal review of the incident.

Non-Critical Incident Return to Duty

Upon notification that an officer is to return to duty from an administrative leave or administrative reassignment involving a non-critical incident, where the officer's police powers have been limited, the Assistant Chief of Police/AIB will, if applicable, notify the Wellness Unit to schedule a fitness for duty evaluation for the officer. The Assistant Chief of Police/AIB will notify Police HR of the impending return to duty. Upon confirmation that any required training is up-to-date and, if applicable, clearance from the police psychologist and/or treating physician, Police HR will prepare and send the Notification of Restoration of Police Powers form (LMPD #03-02-0151) to the Chief or Police, or their designee, for review and signature for officers whose police powers were limited (KACP 10.6). Police HR will notify the officer's division commander of the date the officer will be returning to work and will provide the officer with a copy of the signed Notification of Restoration of Police Powers form.

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2.5.6 RETURN TO DUTY – ADMINISTRATIVE LEAVE OR ADMINISTRATIVE REASSIGNMENT (CONTINUED)

If an officer's administrative leave or administrative reassignment occurs during either spring or fall firearms qualifications, they will be required to pass firearms qualifications with their Class A pistol and any other firearms carried while on-duty, prior to returning to duty (refer to SOP 4.13).

Critical Incident Return to Duty

For an officer who is on administrative leave or administrative reassignment following a critical incident, the Assistant Chief of Police/AIB will contact the SID and/or PSD Commander(s) for verification that the officer is ready to be sent for a fitness for duty evaluation (refer to SOP 8.12). Upon verification, the Assistant Chief of Police/AIB will notify the Wellness Unit to coordinate with the officer to schedule a fitness for duty evaluation, return to duty firearms qualification, and coordinate with the Training Division on any required training.

The completion of the required protocols will be provided to Police HR and the appropriate division commander. Police HR will prepare and send the Notification of Restoration of Police Powers form (LMPD #03-02-1051) to the Chief of Police, or their designee, for review and signature. Police HR will notify the officer's division commander and will provide the officer with a copy of the Notification of Restoration of Police Powers form.

All Return to Duty

The division/section/unit commander is responsible for returning the member's departmentally-issued property/equipment upon the member's return to duty.

Prior to returning to duty, members will acknowledge that they have read and understood all policies, General Orders, Special Orders, and General Memorandums found in their PowerDMS Document Management System inbox. If members do not have access, they will acknowledge that they have read and understood all outstanding policies, General Orders, Special Orders, and General Memorandums by signing the appropriate accountability roster (KACP 4.6d).

Upon returning to duty after an administrative leave or administrative reassignment, the member's direct supervisor will contact the Training Division, via email, at impdtraining@louisvilleky.gov, and copy the member, to inquire about the scheduling of any required missed and/or future training.