





## Policies & Procedures

Article: 2.2

Effective Date: 08/30/2012

Revised Date:

### ADMINISTRATIVE LEAVE

- B. The member shall inform the Administrative Assistant that he/she has been placed on Administrative Leave and will be contacting Administration as stated above to receive further information about the pending investigation.
- C. Failure to comply with the requirements of this Policy shall require the member being placed on Unauthorized Leave Without Pay for the period in dispute and may result in disciplinary action up to and including termination.

#### IV. Administrative Responsibility

- A. Upon notification of a member being relieved of duty and the circumstances under which a member was relieved of duty, and in consultation with Valencia County Legal, the Chief will generate a letter to the member stating:
  - 1. Any further action the member will need to take,
  - 2. The type of leave for which the member is being placed,
  - 3. The basis for being relieved of duty.
  - 4. The basis of the investigation.
  - 5. Proposed disciplinary action, if applicable.