


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, compassion."</i>		SUBJECT: "SURRENDER OF BUREAU EQUIPMENT DURING SUSPENSION OR ADMINISTRATIVE LEAVE"	ORDER NUMBER: 17-04
		PLEAC STANDARD: NONE	PAGE 1 OF 2
REISSUE DATE: 7/16/2019	EFFECTIVE DATE: 5/15/98	REVIEW MONTH: MAY	RESCINDS: ALL PREVIOUS
			AMENDS: NONE

1.0 POLICY OR PURPOSE

- 1.1 It is the policy of the Pittsburgh Bureau of Police that during the suspension or administrative leave of a member of the Bureau of Police, the Chief of Police or his/her designee has the discretion to, and may require, the surrender of certain Bureau issued equipment during their separation period.
- 1.2 The Pittsburgh Bureau of Police will provide the member with two (2) persons of contact throughout the separation period.

2.0 DEFINITIONS

- 2.1 Suspension - An unpaid leave of absence from police duties due to disciplinary action.
- 2.2 Administrative Leave – A temporary leave of absence from police duties that is distinguished from suspension in that it can be paid or unpaid and is not punitive even though police powers are suspended. Administrative leave can include, but is not limited to: pending investigation of incidents or charges, leave following a critical incident, and relief of duty due to stress.

3.0 PROCEDURES

- 3.1 The separated member's Commander or his/her designee, will act as the primary point of contact during the period of separation and will be responsible for informing the member of their separation status.
 - 3.1.1 In instances where a member does not report to a Commander, their immediate Chief will be responsible to act as this point of contact.
- 3.2 The Pittsburgh Bureau of Police Wellness Coordinator will act as a person of contact concurrently with the separated member's Commander or designee.
 - 3.2.1 The Wellness Coordinator will ensure the separated member is transitioning and processing through the period smoothly and address any needs or concerns the member may have.
- 3.3 The member's Commander or designee and the Wellness Coordinator will work actively to ensure the process is as stress free and open as allowable by Pittsburgh Bureau of Police Regulations.
- 3.4 If mandated by the Chief of Police or his/her designee, a member of the Bureau of Police who has been suspended from duty or is placed on administrative leave will be required to surrender the following equipment to his/her Commander or designee for the duration of their separation:
 - 3.4.1 Badge
 - 3.4.2 Departmental Identification Card
 - 3.4.3 Department Issued Weaponry (pepper spray, TASER/cartridges, etc.)
 - 3.4.4 Department Issued Ammunition
 - 3.4.5 Department Issued Body Armor
 - 3.4.6 MPOETC Card
 - 3.4.7 Technological Equipment (cell phone, computer, police radio, body worn camera, etc.)
- 3.4.8 In most cases, equipment surrender will not be mandated for members on administrative leave ordered as a result of involvement in a critical incident.

- 3.5 A member shall surrender the equipment at a date and time to be determined by their Commander or his/her designee. This exchange shall occur at the PBP Property Room, located at PBP Headquarters.
- 3.6 The Commander or designee will complete a PBP Form #54.0, "Special Report" to the Chief of Police, documenting all equipment surrendered.
- 3.7 The items shall be secured at the PBP Property Room, and shall be restored when the member has completed his/her suspension or administrative leave, and/or has been authorized to return to full duty.
- 3.8 No member under suspension or administrative leave will be authorized to carry any city issued weaponry. The member may not engage in secondary or temporary employment that relates to providing police service. The member will have no power to exercise police authority. Additionally, a member under suspension or administrative leave shall not utilize the uniform of the Pittsburgh Bureau of Police or any part of the uniform while relieved of duty.

4.0 RETURN TO DUTY

- 4.1 The restrictions enacted by the Chief of Police or his/her designee shall apply until the member has completed his/her period of suspension or administrative leave, has been authorized to return to full-duty by an appropriate medical/mental health authority (if applicable), and has been approved for duty by the Chief of Police or his/her designee.
- 4.2 Prior to returning to full-duty status, the member shall make arrangements with their Commander or designee to retrieve all surrendered equipment.
- 4.3 The Chief or his/her designee will contact the Training Academy for any training and MPOETC needs for the member returning to duty.

Approved By:



Scott Schubert
Chief of Police