



## ***INTEROFFICE CORRESPONDENCE***

**TO:** All Police Employees  
**FROM:** Chief Chuck Jordan  
**DATE:** February 23, 2012  
**SUBJECT:** Departmental Order 2012-01

A handwritten signature in black ink, appearing to read "C. Jordan", written over the printed name "Chief Chuck Jordan".

The management and staff of the Tulsa Police Department realizes the pressures and stress an employee goes through when facing disciplinary issues, particularly when an employee has been notified of a pre-termination hearing. Notifying an employee of a pre-termination hearing, then expecting that employee to report for work as if nothing is wrong, is unrealistic. Further, expecting that employee to perform at a level acceptable to the department and the public is also unrealistic. The safety of the employee, particularly sworn employees, is also of concern, since their thoughts might be elsewhere as they are dealing with potentially dangerous situations.

Therefore, effective immediately, employees who are served with a personnel order notifying them of a pre-termination hearing, will also be served a personnel order placing them on administrative leave with pay. This in no way should be interpreted to mean management has already decided on the outcome of the pre-termination hearing before the hearing takes places. Further, this will also ensure the employee and the department are holding the pre-termination hearing as expeditiously as possible, which is a benefit to everyone.

When an employee has been placed on administrative leave with pay due to a pre-termination hearing personnel order, they will be required to turn in the following equipment:

- Assigned city vehicle, keys, & laptop computer
- Firearms (pistol, shotgun, patrol rifle)
- Less Lethal (flexible baton launcher and/or pepperball launcher)
- Conducted Energy Weapon (C.E.W.)
- Handheld police radio
- TPD Commission Card
- Employee ID/building access badge
- City cell phone
- Other Item(s) (as determined by the Chief of Police)

CJ:srw