
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

ORDER NUMBER: **20.03**
ISSUED DATE: 10/17/2014
EFFECTIVE DATE: 10/24/2014
RESCINDS: 20.03 Issued 10/01/2010

SUBJECT: Suspensions and Leave of Absence

REFERENCE: CALEA [Ch.22,Ch.26](#)

CROSS REFERENCE:

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I. PURPOSE

- A. To familiarize Department personnel with policy regarding suspensions and leaves of absence.

II. SUSPENSIONS

- A. Officers who are suspended will surrender their Department issue badge and identification cards to the Chief or their Bureau Director.
 - 1. Personally owned badges or identification cards will not be displayed by a suspended officer.
- B. No officer under suspension may wear the Kansas City, Kansas Police Department uniform or insignia of their rank.
- C. Officers who are under suspension may not carry a firearm at anytime.

III. DEPARTMENT SANCTIONED LEAVES OF ABSENCE

- A. Officers, while on leaves of absence, will not be permitted to wear their uniform or any significant part of their uniform or display any Police Department badge or identification card for the purpose of gaining or working any type of outside employment.
- B. Military Leave of Absence.
 - 1. Departmental personnel, sworn or civilian, having knowledge of an upcoming military obligation in which they must take part, will notify their supervisors in writing of such obligation immediately after obtaining their first notice.
 - 2. Upon receipt of the required written notification by personnel, Department supervisors shall submit written advanced notification to the Public Safety Business Office, in the form of Days Off request forms, followed by the sign-in sheets, detailing what type of paid leave their personnel have requested. Accrued overtime hours, vacation days, and holidays can be used for paid military leave. Officers cannot change days off to accommodate military leave.

- 3. If military leave is taken without notification of what type of paid leave is to be used, then it will be interpreted by the Public Safety Business Office that the individual taking such leave does not want an accrued time paid leave. The Public Safety Business Office payroll records will reflect that no pay was desired, from the Police Department, for this military leave.
- 4. Departmental personnel, sworn or civilian, who are subjected to an immediate call-up, unscheduled maneuver, or any like emergency that makes prior notification impossible, must notify the office of the Chief of Police at the first practical time.
- 5. Upon completion of military leave, members must report back to the Department at their earliest opportunity. This requirement shall be met unless the employee's return is delayed by factors beyond his or her control, (i.e., an automobile accident during the return trip).
- 6. General military leave of absences covered in existing Memorandum of Understanding will apply as outlined in those agreements, unless conflicting with current federal or state law.

IV. COURT APPEARANCES DURING SUSPENSION OR LEAVES OF ABSENCE

- A. Officers that are suspended, have been granted a leave of absence or are on an injury leave, are required to attend any court proceeding when subpoenaed to do so unless directed otherwise by the judicial body that issued the subpoena. (Refer to G.O. #70.01, Court Scheduling and Appearances).