



**Health Services**  
LOS ANGELES COUNTY

# POLICIES AND PROCEDURES

**SUBJECT:** REASSIGNMENT DURING ADMINISTRATIVE INVESTIGATION

**POLICY NO:** 747.100

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## **PURPOSE:**

To state the Department's policy on reassignment during the course of administrative investigations, and through the final determination of corrective actions.

## **POLICY:**

Except in those cases controlled by Los Angeles County Civil Service Rule 18.01, personnel are not relieved of duty during administrative investigations. However, personnel may be reassigned pending the completion of an investigation and/or through the final determination and imposition of an administrative action.

In some instances it may be necessary to reassign personnel due to the nature of the investigation. Reassignment may be required for the following reasons:

- To prevent interference with an investigation into allegations of misconduct (including, but not limited to, threats of violence, conduct of a sexual harassment nature, theft, and computer hacking, etc.);
- To prevent the risk of harm or danger to personnel or the public;
- To reduce the risk of damage or loss to County property or records;
- To reduce the County's liability for potential actions of personnel.

When reassignment to a County work location is appropriate, the location of the suitable reassignment is the responsibility of the facility CEO.

## **REASSIGNMENT TO HOME**

In cases where reassignment to another work location is not appropriate or possible, personnel may be reassigned to his/her home or other appropriate non-County work location, with pay, pending the completion of the investigation. This action is known as an Ordered Absence from Regular Work Location and is taken pursuant to County Code Section 2.06.070 and Civil Service Rule 15.01, which gives department heads the authority to assign the work of the department to employees and reassign employees based on the needs of the service. This authority has been delegated from the Director of DHS to the DHS Administrative Deputy.

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**APPROVED BY:**  
**REVIEW**  
**DATES:**

**EFFECTIVE DATE:** August 1, 2009

**SUPERSEDES:**

**DEPARTMENT OF HEALTH SERVICES  
COUNTY OF LOS ANGELES**

**SUBJECT:** REASSIGNMENT DURING ADMINISTRATIVE INVESTIGATION

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**AUTHORITY:**

Los Angeles County Code Section 2.06.070

Los Angeles County Civil Service Rule 15.01

Los Angeles County Civil Service Rule 18.01

Los Angeles County Department of Human Resources, PP&G, Policy No. 810

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**EFFECTIVE**

**DATE:** August 1, 2009

**SUPERSEDES:**

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