

# Peoria Police Department Policy and Procedure Manual

## Policy 5.01.A Disciplinary Advisory Board



**“Our Community...  
Our Commitment”**

### I. POLICY

It is the policy of the Peoria Police Department that all sustained administrative investigations in which time off without pay may be imposed upon employees who are members of the Peoria Police Officer's Association (PPOA), shall have the investigation reviewed by the Disciplinary Advisory Board. This review will occur prior to the Chief of Police or other appropriate manager making a final determination as to the appropriate level of discipline. Investigations involving serious violations of the law or City of Peoria or Department rules and regulations to the extent that the PPOA employee could be immediately dismissed from the City of Peoria may bypass the board and be referred directly to the Chief of Police for disposition.

### II. DEFINITIONS

A. Disciplinary Advisory Board. The Disciplinary Advisory Board (DAB) shall be comprised of the three Deputy Chief's of Police who shall serve as the co-chairpersons of each Board, one Lieutenant and one Sergeant. The lieutenant and sergeant positions shall be appointed by the Chief of Police. There will be a representative from the Human Resources Department, who shall be assigned by the Human Resources Director prior to each board. The DAB shall also be comprised by two members of the PPOA. These two board positions shall be appointed by the President of the PPOA.

B. Conflict of interest. Any DAB member who is named in any sustained administrative investigation in any capacity shall not be permitted to be present when the board convenes to review a case. When this occurs, any ranking board member shall be replaced by an alternate selected by the Chief of Police, and any PPOA member shall be replaced by an alternate selected by the PPOA president.

C. Days. Days as outlined in this policy refers to calendar days.

### III. PROCEDURE

A. Sustained administrative investigations. All sustained administrative investigations, in which time off has been recommended by any supervisor in the affected PPOA employee's chain of command, shall be referred to the office of the Chief of Police. The Chief of Police shall direct the Deputy Chief of Police assigned to the DAB to convene a meeting of the DAB to review the case and make a written recommendation.

B. The DAB chairperson shall provide copies of the administrative investigation to all DAB members not less than fourteen (14) days prior to the DAB convening.

C. All documentation and information pertaining to the DAB is strictly confidential and will not be copied or shared with any other person. All documentation will be returned to the DAB chairperson at the conclusion of the meeting.

D. The DAB chairperson shall advise the board members of the date, time and location where the board will convene.

E. The involved employee(s) shall be advised in writing by the chairperson not less than ten (10) days prior that the DAB will convene.

F. The DAB will convene and discuss the merits and facts of the case.

G. The DAB will consider aggravating and mitigating circumstances to include:

1. Commendations
2. Training
3. Annual performance evaluations
4. Prior discipline
5. Culpability
6. Employee attitude

H. The DAB may call the assigned investigator and/or the accused employee to answer questions for clarification of a specific issue, if approved by the co-chairpersons of the DAB.

I. The DAB may call a representative of the Professional Standards Unit or a designee for clarification of any regulation, policy, procedure, or practice, which is identified within the investigative report.

J. When appropriate, the DAB will adhere to progressive and just cause discipline as defined within the current Memorandum of Understanding.

K. The DAB may consider and recommend a suspension outside the range or hours recommended by the affected employee's chain of command.

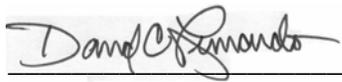
L. The DAB will make a written recommendation to the Chief of Police on their findings, as well as recommendations for sanctions and training if appropriate. If there is a dissenting opinion, this will also be annotated in the written report.

M. The DAB chairperson will be responsible for authoring the written recommendation to the Chief of Police. This report shall be completed within seven (7) days after the DAB has met.

N. The DAB written recommendation to the Chief of Police is only advisory. The final decision on disciplinary matters remains with the Chief of Police.

O. The written recommendation of the DAB will be included with the original administrative investigation.

**Peoria Police Department**  
**Policy 5.01.A Disciplinary Advisory Board**  
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