



Policy and Procedure

Number: 504

Subject: Preparation of Charges and Specifications		
Date Issued: 09-06-85	Effective Date: 12-30-05	Revision Number: 3

PURPOSE: To prepare and process Charges and Specifications.

PROCEDURE: When a violation occurs not appropriate for a Division Reprimand or Professional Standards and Development Division Discipline, the following steps shall be taken:

PROFESSIONAL STANDARDS AND DEVELOPMENT DIVISION:

1. Prepare two (2) copies of the Charges and Specifications (PP143) with a recommendation of proposed discipline
2. Assign a Charges and Specifications control number
3. Log the time and date the control number was assigned on the Form PP143.
4. If the discipline is accepted by the member, notify the following:
 - a. Chief's Office
 - b. Division/Unit Commander
5. Attach to original:
 - a. The complaint file or Internal Affairs complaint file, as appropriate
6. Forward both copies of the Charges and Specifications (PP143) and attachments to the Chief of Police.
7. When the Chief of Police returns the Charges and Specifications, and directs you to prepare a Notice of Suspension or Notice of Administrative Leave:
 - a. Prepare the Notice of Suspension or Notice of Administrative Leave
 - b. Prepare an Affidavit of Service
 - c. Forward the Charges and Specifications, Notice of Suspension or Notice of Administrative Leave and Affidavit of Service to the Division Commander to be served on the member

DIVISION COMMANDER: Upon receipt of Charges and Specifications, Notice of Suspension or Notice of Administrative Leave and Affidavit of Service from the Professional Standards and Development Division, forward the documents to the Shift/Unit Commander to be served on the member

DEPUTY CHIEF – PROFESSIONAL STANDARDS & DEVELOPMENT: Review Charges and Specifications (PP143) and attachments.

1. Make necessary inquiries.
2. Make recommendation on proposed discipline.
3. Prepare and attach endorsement or lack thereof and forward to the Chief of Police.

CHIEF OF POLICE:

1. Review Charges and Specifications (PP143) and attachments.
 - a. Schedule a due process conference with the member.
 - b. If the decision is to dismiss charges, notify the following:
 - 1) Professional Standards and Development Division
 - 2) Affected member's Division Commander
 - 3) Affected Member
 - c. If the decision involves a suspension or leave, direct the Professional Standards and Development Division to prepare a Notice of Suspension or Notice of Administrative Leave and arrange for the notice to be served on the member.
2. If the suspension is rejected within the specified time and a hearing before the Police and Fire commission is requested, initiate "Appeal of Chief's Discipline", Procedure 506

**SERVING STAFF
OFFICER:**

1. Deliver and serve a copy of the Charges and Specifications (PP143) and Notice of Suspension or Notice of Administrative Leave to the affected member.
2. Complete affidavit of service and forward original copies of all documents to the Professional Standards and Development Division.

MEMBER:

1. If a hearing of the case is requested before the Police and Fire commission after the service of the Charges and Specifications and Notice of Suspension or Notice of Administrative Leave, the Chief of Police shall be notified via a Memorandum (PP27)
2. Notification must be within five (5) business days of service (weekends and holidays excluded).

**RELATED
PROCEDURES:**

- [400 - Rules of Conduct](#)
- [500 - 500 Series Definitions and Guidelines](#)
- [503 - Review of Supervisor's Complaint Report](#)
- [505 - Processing Civilian Complaints Against Department Members or Employees](#)
- [506 - Appeal of Chief's Discipline](#)
- [507 - Order of Suspension-Surrender of Equipment](#)
- [510 - Order of Administrative Leave-Surrender of Equipment](#)
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**LEGAL
REFERENCE:**

- 62.13(5) - Police and Fire Departments (1985)