



City of Racine Police Department

Policy and Procedure

Number: 506

Subject: Appeal of Chief's Discipline		
Date Issued: 9-6-85	Effective Date: 02-25-05	Revision Number: 2

PURPOSE:

To insure compliance with statutory mandated procedures relating to disciplinary actions against subordinates wherein a suspension is to be imposed.

PROCEDURE:

Upon receipt of a request for a hearing before the Police and Fire Commission by a member appealing discipline imposed by the Chief of Police, the following steps shall be followed:

CHIEF OF POLICE:

1. Direct legal counsel to prepare formal charging documents and initiate appropriate notifications.
2. Review charging documents and forward to legal counsel for preparation.
3. Once the Charges Against a Subordinate and Notice of Hearing documents have been prepared,
 - a. Notify the Police and Fire Commission President of pending Charges
 - b. Collect the necessary signatures on the charging documents
 - c. Direct a Staff Officer to serve the formal charges on the affected member
 - d. Provide copies of completed charging documents to:
 - 1) Chief of Police--original
 - 2) Members of Police and Fire Commission
 - 3) Professional Standards and Development Division.
 - 4) File.
4. Provide assistance to the legal counsel.
5. After the case has been presented, obtain the formal decision of the Police and Fire Commission and forward to:
 - a. Division Commander
 - b. Professional Standards and Development Division.
 - c. Post the decision in the Roll Call room.

SERVING STAFF OFFICER:

1. Deliver and serve a copy of the charging documents on the affected member
2. Prepare an affidavit of service with date, time and location of service and return to the Professional Standards and Development Division.

DIVISION/UNIT COMMANDER:

1. Take appropriate action to implement the decision of the Police and Fire Commission
2. Notify the member's immediate supervisor

RELATED PROCEDURES:

[504 - Preparation of Charges and Specifications](#)
[507 - Order of Suspension/Surrender of Equipment](#)
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LEGAL REFERENCE:

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