
CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 52.2

SUBJECT: INTERNAL AFFAIRS – COMPLAINT PROCEDURES EFFECTIVE DATE: 10/01/09

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PURPOSE:

The purpose of this policy is to establish guidelines for the internal affairs related investigation of Department employees and the process for ensuring that professional standards are maintained.

DEFINITIONS:

Misconduct: Any conduct that is contrary to the proper performance of official duties or the use of official authority; a violation of departmental rules, policies, procedures, or directives; any conduct which adversely reflects upon the employee or the Department.

Criminal Misconduct: Any violation of criminal or quasi-criminal provisions of federal, state, or municipal statute; Official Misconduct as defined in 720 ILCS 5/33-3 of the Illinois Compiled Statutes; the use of official authority that is a violation of criminal law.

Minor Misconduct: Any misconduct, considering the totality of the circumstances, that is altogether minor in nature, including but not limited to complaints of slow response, alleged failure to take proper police action, minor rule violations, and alleged rudeness or discourtesy by an employee.

Serious Misconduct: Any misconduct that is serious in nature, including but not limited to criminal activity, excessive force, improper or unlawful arrest, entry, and/or search, complaints of discrimination, serious rule violations, sexual harassment, or repeated minor rule violations.

External Allegation Investigation: An investigation into allegations from a citizen of minor misconduct by an employee. A sustained finding may be the basis for discipline.

Formal Complaint: A complaint allegation from a citizen of

serious misconduct by an employee.

Formal Complaint Investigation: An investigation intended to gather facts and determine whether or not there is evidence of serious misconduct, based on a complaint allegation of misconduct by a citizen. A sustained finding may be the basis for discipline, up to and including termination, or the filing of criminal charges.

Internal Investigation: An investigation intended to gather facts and determine whether there is evidence of serious misconduct for any complaint allegation that does not meet the requirements of a formal complaint. A sustained finding may be the basis for discipline, up to and including termination, or the filing of criminal charges.

Internal Allegation Investigation: An investigation into allegations from an employee of minor misconduct by another employee. A sustained finding may be the basis for discipline.

Mediation: A process designed to encourage a positive resolution of minor allegations of misconduct that are not easily resolved through a formal complaint investigation. Mediation is a voluntary, non-disciplinary process agreed to by all involved parties, with an emphasis on strengthening police-community relationships and improving the overall citizen complaint process.

Mediator: A trained, neutral third party that facilitates a resolution between the involved parties in a neutral setting, allowing citizens and officers to discuss concerns and build a greater understanding of each other's perspectives.

Dispute Resolution Service: An independent organization that promotes accessible, neutral, high-quality dispute resolution service.

OBJECTIVES:

- A. The objective of this policy is to provide citizens with a fair and effective method for redress of their legitimate grievances against police employees, to protect employees from false allegations of misconduct, and to provide accused employees with due process safeguards. The Champaign Police Department seeks to maintain its integrity and that of its employees. In doing so, the Chief of Police will initiate disciplinary actions against employees for just cause, discharge those employees who have demonstrated their ineptness for police service, dismiss unjustified allegations against innocent employees, and defend appropriate

conduct.

- B. This Department is committed to providing law enforcement services that are fair, effective, and impartial. In doing so, employees are held to the highest standards of official conduct and are expected to respect the constitutional and statutory rights of all persons. Voluntary adherence to these standards by employees, motivated by a moral obligation to perform their duty to the best of their ability, is eminently desirable and an ultimate objective of this Department.

POLICY:

- A. It is the belief of the Champaign Police Department that prevention is the primary means of reducing and controlling misconduct. Therefore, it is the policy of the Department to discover and correct organizational conditions that permit misconduct to occur. To that end, the Department will receive, investigate, and make equitable disposition of all complaints against procedures and/or personnel, from both internal and external sources.
- B. Special emphasis is placed on recruitment, selection, and training of employees and supervisors, enhanced supervisory responsibility and accountability, community outreach, and the analysis of misconduct complaints.
- C. Each employee shall have access to an official manual of departmental policies, procedures, and rules, which contain specific direction and guidance for pertinent aspects of police work. Employee performance standards and rules of conduct will be described and defined to enhance the protection of constitutional and statutory rights of all persons.
- D. The City of Champaign Administrative Policy entitled "Disciplinary Process 3.11" will be adhered to during internal affairs investigations conducted by department personnel of serious misconduct, which could result in 3 or more days of suspension or termination.

52.2.1 TYPES OF COMPLAINTS

- A. All complaints against the Department or its employees will be investigated. Based upon the nature and/or complexity of the allegations, the Chief of Police may determine the type of investigation to be conducted. Allegations of minor misconduct may be referred for resolution through the Community Mediation Program.

1. Internal Investigation.

- a. Internal Investigations are conducted on serious allegations of misconduct from another employee or from a citizen when it doesn't meet the criteria of a formal complaint. The investigation may include the gathering and review of dispatch tickets, police reports, and videos and/or the taking of verbal statements from the subject employee, witness employee(s), and other witnesses.

2. Internal Allegation.

- a. Internal allegation investigations are conducted on allegations from another employee of minor misconduct by another employee. The investigation may include the gathering and review of dispatch tickets, police reports, and videos and/or the taking of verbal statements from the subject employee, witness employee(s), and other witnesses.

3. External Allegation.

- a. External allegation investigations are conducted on allegations from a citizen of minor misconduct by an employee. The results of an external allegation investigation results will be communicated in writing to the complainant by the Office of Professional Standards.

4. Formal Complaint Investigation.

- a. Formal complaint investigations are conducted on s allegations of serious misconduct from a citizen. The investigation may include the gathering and review of dispatch tickets, police reports, and videos and/or the taking of verbal statements from the subject employee, witness employee(s), and other witnesses. Allegations of serious misconduct not received within 60 days of the incident will be handled as an internal investigation. Allegations of minor misconduct not received within 60 days of the incident will be handled as an external allegation investigation.

B. Investigations at supervisory level.

- 1. Allegations of misconduct, other than those considered as serious misconduct, may be investigated at the supervisory level.
- 2. Employees may attempt to resolve a complaint but shall never attempt to dissuade any citizen from making a complaint against any employee or the Department. Examples of complaints that may be resolved during the initial communication process with a complainant are including, but not limited to:
 - a. Why was an individual handcuffed?
 - b. Why was an individual stopped, detained, or subjected to a field interview?
 - c. Why did an officer use vehicle emergency equipment?
 - d. Why was a felony car stop conducted?
 - e. Why was a citation issued?
- 3. Employees shall never agree to reduce or dismiss charges or solicit information on

criminal activity in exchange for consideration on any pending charges, in an effort to resolve a complaint or dissuade a citizen from filing a complaint.

- C. The supervisor who investigates an allegation of misconduct shall take the investigation to its conclusion and fully document the investigation. Discipline will be administered and documented only after it has been approved by the Chief of Police.
- D. The line supervisor who has been assigned to conduct an investigation shall keep the Office of Professional Standards apprised as to the status and progress of the complaint investigation.
- E. The Chief of Police may elect not to initiate a formal complaint investigation when the complaint does not rise to the status of an allegation of serious misconduct. Generally, minor violations such as those, which, if observed by a supervisor, would normally result in verbal counseling fall into this category.
- F. When a citizen questions the actions of an employee, and it is determined by the receiving supervisor that the employee acted within prescribed policy, procedure, or tactics, the matter will be handled as an external allegation investigation.
- G. The receiving supervisor, the Chief of Police, or his designee shall make every attempt to explain to the citizen why a particular policy, procedure, or tactic is sanctioned by the Department.
- H. If a citizen insists on filing a formal complaint, the complaint should be documented and forwarded to the Office of Professional Standards. The Chief of Police will then make a determination as to how the matter will be handled.
 - 1. Citizens should generally be advised that filing a false complaint could subject them to criminal charges and civil liability..
- I. Failure by a complainant to cooperate with the formal complaint investigative process will result in the matter being handled as an internal investigation and not a formal complaint investigation. In such cases, the complainant forfeits the written notice of disposition.
- J. Allegations of misconduct, which are considered extremely serious in nature, shall immediately be reported to the Chief of Police and will be investigated under his direct supervision.
 - 1. The investigating supervisor shall complete the citizen complaint form and forward it to the Chief of Police.

52.2.2 NOTIFICATION TO CHIEF OF POLICE

- A. Supervisors shall promptly notify the Office of Professional Standards, in writing, of every allegation of misconduct. Notifications shall ordinarily be made by forwarding the complaint packet to the Office of Professional Standards.

- B. If, during the course of any complaint investigation, the supervisor reasonably comes to believe that an employee may have committed a crime, then the Chief of Police shall be notified immediately.
- C. If a supervisor is confronted with an allegation of serious misconduct requiring immediate investigation, the appropriate Deputy Chief and the Chief of Police will be notified immediately.

52.2.3 COMMUNITY MEDIATION PROGRAM

- A. The Community Mediation Program is an alternative process for resolving complaints submitted by citizens, as the Department recognizes traditional disciplinary processes are not always the most effective or responsive way to resolve citizen complaints.
- B. The goals of the Community Mediation Program are to:
 - 1. Increase the satisfaction of the community and Department employees in the resolution of citizen complaints;
 - 2. Promote understanding and open communication between citizens and Department employees; and,
 - 3. Promote effective community and police partnerships with the opportunity to improve and advance problem-solving opportunities.
- C. Community Mediation Program Eligibility.
 - 1. The Office of Professional Standards will evaluate complaints to determine if they are eligible for mediation. The Chief of Police, or his designee, shall make the final determination of whether an allegation of misconduct shall be approved for the Community Mediation Program.
 - 2. Allegations of a minor nature may be considered for mediation, to include, but not limited to:
 - a. Minor violations of department rules, policies, procedures, or directives;
 - b. Discourtesy or professionalism;
 - c. Alleged failure(s) to take action or tactics; and,
 - d. Any other misconduct as determined by the Chief of Police or his designee.
 - 3. Allegations of a serious nature that are not approved for mediation include, but are not limited to:
 - a. Theft;
 - b. Unreasonable or excessive use of force;
 - c. Sexual misconduct;

- d. Unlawful arrest;
- e. Untruthfulness and/or false statements; and
- f. Any other allegation of misconduct as determined by the Chief of Police or his designee.

D. Employee Eligibility.

1. All Department employees are eligible to participate in the mediation program. The Chief of Police or his designee may deny an employee's request to participate in the mediation program when such a denial is made in the best interests of the Department.
2. The mediation program shall not be available to Department employees under the following circumstances:
 - a. The Department employee has already participated in the mediation program three times in one calendar year.
 - b. The allegations are substantially similar in nature to prior complaints filed against the Department employee, or a pattern of misconduct has been identified.
 - c. Eligibility determinations will be final and are not subject to appeal.

E. Mediation Process.

1. Once a citizen complaint is determined to be eligible for mediation, the Office of Professional Standards will contact the citizen and Department employee to determine if they are willing to voluntarily participate in the mediation program. If the citizen and Department employee agree to participate in the program, the Office of Professional Standards will forward applicable information to the Dispute Resolution Service.
2. The citizen and Department employee must voluntarily agree to participate in the Community Mediation Program within 20 days of the mediation being offered to each participant. If either the citizen or Department employee decline mediation or fail to respond to the offer, the citizen complaint may be handled as an internal investigation or a formal complaint investigation at the direction of the Chief of Police.
3. The Office of Professional Standards will contact the Department employee to facilitate the mediation.
4. The Dispute Resolution Service will contact the citizen to facilitate the mediation.
5. The Dispute Resolution service will ensure professionally trained and experienced mediators are utilized during the mediation session.
6. The scheduling of the mediation will take into consideration the schedules of the mediator, citizen, and Department employee. Every

reasonable effort will be made to schedule the mediation during a time convenient for citizens and employees. Every effort will be made to schedule and complete the mediation within 60 days from the time an incident is deemed suitable for mediation.

7. Once a Department employee accepts a mediation appointment, they must appear as scheduled.
8. Department employees who are unable to attend a mediation session due to an illness or other emergency must notify the Office of Professional Standards as soon as it is evident that they will not be able to attend. The Office of Professional Standards shall ensure all parties are promptly notified about reported scheduling conflicts.
9. To promote neutrality, mediation sessions will occur at a location other than the Champaign Police Department.
10. Department employees attending a mediation session are considered on-duty and shall wear appropriate business attire; no uniforms shall be worn.
11. The Department employee is expected to fully participate in the mediation process while conducting themselves in a positive, courteous, and professional manner.
12. The citizen and Department employee will be required to complete an Intake Form and sign a Community Mediation Program Orientation and Information form prior to the mediation session.
13. At the conclusion of the mediation session, the mediator will deliver a Resolution Statement form to the Office of Professional Standards, which will categorize the outcome as one of the following:
 - a. Resolution;
 - b. No Resolution
14. A completed mediation shall be considered a successful mediation, regardless of the resolution.
15. There shall be no appeals following a completed mediation.
16. A citizen complaint will not be returned to the Office of Professional Standards for investigation based on a citizen's or employee's dissatisfaction with the resolution of a mediation session.
17. If a mediation process is not completed, due to actions on the part of a Department employee, the mediation process may cease, and the complaint may be investigated at the direction of the Chief of Police.

F. Mediation Resolution.

1. Mediated citizen complaints will be considered resolved, and the original citizen complaint will be assigned a mediation number for record-keeping. The Office of Professional Standards shall send a disposition letter to the citizen and Department employee to document the complaint was resolved via the Community Mediation Program.
2. Mediation files will be maintained by the Office of Professional Standards and shall contain the following:
 - a. The original Complaint Submission Form;
 - b. An Office of Professional Standards summary of the mediation intake screening process that shall detail the criteria considered for approving the referral of a complaint to the Community Mediation Program; and the decision of the citizen and employee to either decline or agree to voluntarily participate in a mediation session.
 - c. A Resolution Statement provided by the Dispute Resolution service, containing the date, time, location, attendees, and whether a resolution was reached during the mediation session; and,
 - d. A Mediation Disposition Letter, which shall be sent to the citizen and the employee by the Office of Professional Standards, informing them the complaint was resolved using the Community Mediation Program.
3. The confidentiality of mediations shall not preclude the Officer of Professional Standards from capturing general statistical information necessary to evaluate and track the effectiveness of the mediation program, to include:
 - a. The date, time, location, and attendee names of mediation sessions, and
 - b. Dispute Resolution Service provider information required for fiscal processing.
4. Mediated complaints shall not be used against the officer for disciplinary purposes.

52.2.4 INVESTIGATIVE TIME LIMITS

- A. It is recognized that some investigations are complex and may extend for a substantial period of time. In most instances, unless more extensive investigation or review is required, allegations of misconduct shall be investigated and completed within 180 days. Status reports on the progress of investigations shall regularly be given to the Office of Professional Standards.
- B. In those instances where additional time is required, extensions may be authorized by the Chief of Police.

52.2.5 FORMAL COMPLAINANT STATUS REPORTS

- A. Communication will be maintained with all complainants regarding the status of their complaints.
 1. The Office of Professional Standards will acknowledge the receipt of the complaint to the reporting party of every allegation of misconduct. This written acknowledgment will include a description of the allegation and name the supervisor responsible for the investigation.
 2. The supervisor completing the citizen complaint report shall assure the reporting party that the allegations will be thoroughly investigated and that the Chief of Police, upon completion of the investigation, will notify the reporting party in writing of the finding of the investigation. Periodic status reports will be provided to the complainant.
 3. A letter from the Chief of Police shall be mailed to the citizen informing him of the results of the investigation.
 4. Completed internal investigations do not ordinarily require a letter to the citizen from the Chief of Police.

52.2.6 NOTICE OF INVESTIGATION RIGHTS

- A. When an employee becomes the subject of a formal complaint investigation, he will be issued a written statement of the allegation(s) and an explanation of the employee's rights and responsibilities relative to the investigation, provided that the investigation will not be compromised by this notification.
 1. Written notification will come from the Office of Professional Standards.
 2. All questioning will be conducted in accordance with the Uniform Peace Officers' Disciplinary Act (50 ILCS 725, et seq.) and Article 32 of the Labor Agreement.
 3. Non-sworn employees are entitled to receive a notice of rights and allegations as set forth in the provisions of 65 ILCS 5/10-1-18 and Article 31.3 of the AFSCME Labor Agreement.
- B. If an employee is suspected of committing a criminal act, two separate investigations shall be conducted. An internal investigation shall be for administrative purposes and the other shall be for the potential filing of criminal charges. Criminal investigations will be conducted at the discretion of the Chief of Police. Upon completion of the criminal investigation, the criminal case may be presented to the State's Attorney's office for review and determination of action.
 1. Criminal investigations may be referred to the Deputy Chief of Operational Support.
 2. Investigations of alleged employee criminal misconduct will be conducted in coordination

with the City Attorney's and/or State's Attorney's office and in accordance with constitutional and statutory criminal procedural rights of persons.

3. Completed investigations of alleged employee criminal misconduct may be reviewed by the City Attorney and/or the State's Attorney for a determination as to what, if any, criminal charges are to be filed and/or prosecuted.
 4. The complainant, victim, and employee shall be advised of the decisions of the City Attorney and/or State's Attorney.
 5. Upon completion of a criminal investigation and/or prosecution, the investigative report shall be turned over to the Office of Professional Standards for administrative review to determine whether or not there were Departmental violations.
- C. Before any accused employee is interrogated, the results of which may be the basis for seeking the employee's discharge or a suspension in excess of three days, the employee shall be advised of his rights in accordance with the statutory Uniform Peace Officers Disciplinary Act.
- D. All employees shall be truthful and completely answer all questions concerning an administrative investigation posed to him by the interviewing officer. If any employee refuses to answer questions pertaining to a misconduct investigation, prior to proceeding with further questions, a determination will first be made by the Chief of Police or his designee as to whether or not the employee will be ordered to answer certain questions specifically, narrowly, and directly related to their duties as a Champaign police employee. The employee will also be warned that their refusal to answer questions constitutes insubordination and could be the basis for seeking suspension or discharge. The questioning will then proceed consistent with that determination.
- E. When an employee is being interviewed in an administrative matter and there is likelihood that the interview may reveal criminal conduct on the part of the employee, the results of the interview will not be used against him in a criminal prosecution. However, he will be required to answer all questions to assist in the criminal process???. This does not mean that criminal charges cannot result from a separate criminal investigation.
- F. This policy shall not be construed to supersede in part or in whole any Municipal ordinance, City Administrative Policy, Rules of the Board of Fire and Police Commissioners, the Police Officer Bill of Rights, or any collective bargaining agreement in force. Failure to abide by this directive shall not preclude the Department from taking disciplinary action against any employee.

52.2.7 INVESTIGATIVE REQUIREMENTS

- A. All employees are required to cooperate fully with internal affairs investigations. They are required to

disclose all pertinent information known to them regarding the matter under investigation. Employees may be further required to submit to the gathering of non-testimonial evidence, including, but not limited to:

1. Medical and laboratory examinations, in accordance with the AFSCME contract or Article 34 of the FOP Labor Contract.
 2. Line-ups.
 3. Chemical tests, in accordance with Article 34 of the FOP Labor Contract.
 4. Photographs or line-ups.
 5. Firearms for inspection and examination.
 6. Financial disclosure statements, handwriting samples, and/or fingerprinting.
- B. In accordance with 50 ILCS 725/3.11, no police employee shall be compelled to submit to a polygraph examination on a complaint. However, an employee may, at any time, request a polygraph examination to be provided by the Department.
- C. During misconduct investigations in which the identity of the alleged employee is unknown, personnel records, employee jackets, employee photos, dispatch tickets, radio recordings, mobile video recordings, daily logs, vehicle assignment, work schedules, and all other available resources may be used in an effort to determine identity.
- D. Employees have no expectation of privacy with regard to departmental lockers, desks, computers (as per AP 4.06), storage areas, offices, or vehicles.
- E. Employees may be required to respond to allegations of misconduct in writing. Requests shall be made in accordance with the Uniform Peace Officers Discipline Act, the Labor Agreement, and the Constitutional Rights of the employee.
- F. Provisions of this section shall not conflict with any Labor Agreement presently in effect.

52.2.8 RELIEVING EMPLOYEES FROM DUTY

- A. Violation of Rule 6(B)(2):
1. Champaign Police Department Rule 6(B)(2) states that "No employee shall report for scheduled duty when prior consumption or odor of alcohol or other behavior-modifying substance is apparent to a person of average sensibilities."
 2. When a Rule 6(B)(2) violation is suspected, a supervisor shall interview the employee about the suspicion. In accordance with the FOP Labor Contract, the employee may request that a Union Representative be present during this interview.

3. Two supervisors, with one being the rank of Lieutenant or above, must confer and agree on the appearance or the odor of alcohol or another behavior-modifying substance.
 4. A supervisor of the rank of Lieutenant or above may place an employee on leave with pay in accordance with Rule 6(B)(2) if he believes that the employee is under the influence of alcohol and/or another behavior-modifying substance.
 5. Any drug or alcohol testing of the employee shall comply with Article 34 of the FOP contract or Article 37 of the AFSCME contract.
 6. The employee will be given written notice of the Rule 6(B)(2) violation prior to being sent home.
 7. The employee will be sent home and not remain at work. Transportation shall be arranged if the employee is impaired or appears to be under the influence.
 8. A supervisor shall make notification that the employee was sent home through that employee's chain of command.
 9. A supervisor shall complete a written report of the incident in a memo articulating their "reasonable suspicion" of the employee's lack of fitness for duty and submit their report to the Office of Professional Standards prior to the end of their shift. A copy of the memo shall immediately be forwarded to the Chief of Police.
- B. An employee may also be relieved of duty during the investigation of misconduct when it is determined by the Chief of Police that such action is in the best interest of the City, the Department, the community, or the employee.
- C. An employee placed on such leave shall have no Departmental authority and shall not engage in any duty-related functions. If deemed appropriate by the Chief of Police, the employee may also be required to surrender, all or in part, any Department-owned property such as badge, identification cards, clothing, and firearms.

52.2.9 CONCLUSION OF FACT

- A. Conclusion of an investigation should be expected within 180 calendar days unless the Chief of Police grants an extension. Status reports on the progress of investigations shall regularly be given to the Office of Professional Standards.
 - B. The assigned supervisor, investigator, or manager shall complete the final investigative report. The final report shall consider all relevant documents, interview statements, and evidence to determine and provide a factual account of what did or did not occur. Conflicting evidence or information shall be noted.
 - C. At the conclusion of an investigation, a conclusion of fact must be specified. Investigations can result in any of the following types of dispositions:
 1. Unfounded: The allegation is false, not factual, or unwarranted.
 2. Exonerated: The allegation is true, but the action of the agency or employee was consistent with law and/or City or departmental policy, procedure, or rule.
 3. Not Sustained: There is insufficient evidence to prove or disprove the allegation.
 4. Sustained: The allegation is true and the action of the agency or employee was inconsistent with law and/or City or departmental policy, procedure, or rule.
 5. Misconduct Noted: There were no sustained findings pertaining to the original complaint, however other violations of law and/or departmental policy were discovered during the investigation.
- D. For each finding related to an allegation of misconduct, specific actions shall be pursued. Actions can include:
1. No action to be taken.
 2. Commendation.
 3. Training.
 4. Counseling.
 5. Written reprimand.
 6. Suspension from duty.
 7. Transfer.
 8. Demotion.
 9. Resignation.
 10. Discharge or dismissal.
 11. Criminal charges to be pursued.
- E. The recommended disposition shall be included with the written report summary completed by the supervisor or assigned investigator on each case.
- F. Both the complainant and employee shall be informed of the disposition after the formal complaint investigation is closed. Employees shall be informed of the disposition after all other types of investigations are closed (external allegation, internal allegation, and internal).
- G. Both the complainant and the accused shall be afforded proper appeal channels.
1. The complainant may request review of the Chief's classification of the complaint and/or the disposition by the City Manager.
 2. The employee may appeal through applicable grievance procedures or other appeal provisions pursuant to law.

- H. When a finding in a formal complaint, internal investigation, or external allegation investigation is unfounded, not sustained, or exonerated, the investigative report and related paperwork shall be forwarded through the employee's chain of command for review and then to the Chief of Police via the Office of Professional Standards.
- I. When a finding in an internal allegation investigation is unfounded, not sustained, or exonerated, the employee's chain of command will be notified in writing by the Office of Professional Standards.,
- J. If the complaint is sustained, each supervisor in the employee's chain of command will make a recommendation for disciplinary action and provide reasoning for the recommendation. The Office of Professional Standards can provide guidance as to corrective action taken in similar cases and the accused employee's discipline history.
 - 1. When a complaint finding is sustained and disciplinary action is to be taken, a statement describing the sustained misconduct, the policy, procedure, or rule violated, and what disciplinary action is to be taken will be provided to the employee.
- K. At the conclusion of a formal complaint investigation, a disposition letter will be mailed to the complainant explaining that the complaint was sustained, and that appropriate action will be taken.
- L. The Chief of Police shall review all investigative reports and either:
 - 1. Accept the report as submitted; or
 - 2. Direct further action; or
 - 3. Accept the report but change the disposition or recommendation for discipline; or
 - 4. In complex or sensitive cases, the Chief of Police may request a meeting with the complainant, appropriate staff, or City officials.
- M. If an administrative review by the Office of Professional Standards reveals policy violations, an additional report will be generated. This report, along with all other information regarding the complaint, will be reviewed by the employee's chain of command.
- N. Supervisors shall not reprimand or discipline employees on complaints prior to final review and concurrence by the Chief of Police.

52.2.10 DISCIPLINARY ACTIONS

A. Counseling / Oral Reprimands.

- 1. The final disciplinary action for any investigation must be approved by the Chief of Police or his designee. This does not preclude supervisors from counseling officers or employees for infractions or rule violations they observe, or which are known to them.
- 2. The counseling will be conducted by the employee's immediate supervisor.

- 3. The Office of Professional Standards will be notified after the counseling occurs in order to close the investigation and to document it in the discipline database.

B. Written Reprimands.

- 1. Must be approved by the Chief of Police or his designee.
- 2. The letter will be written on the Department approved template by a supervisor within the employee's chain of command.
- 3. Prior to distribution, the letter must be approved by either the Deputy Chief of the involved employee or by the Office of Professional Standards.
- 4. Following approval, the supervisor who wrote the letter will hand deliver and discuss the letter with the employee.
- 5. The employee and supervisor will sign and date the letter following this discussion and a notation will be made in the employee's shift jacket.
- 6. The supervisor will then distribute copies of the letter as noted on the template.
- 7. The letter containing the original signatures will be forwarded to Professional Standards where it will be entered and stored in the employee discipline index file and discipline database.

C. Suspension.

- 1. Must be approved by the Chief of Police or his designee.
- 2. A manager (lieutenant, deputy chief, or civilian equivalent) will write suspension letters.
- 3. Suspension letters will be written on the Department approved template.
- 4. Prior to distribution, the letter must be approved by the Deputy Chief of the involved employee or by the Office of Professional Standards.
- 5. Following approval, the manager who wrote the letter will hand deliver and discuss the letter with the employee. This should be well in advance of the suspension date(s).
- 6. The manager will also notify the employee of the suspension date(s) via e-mail.
- 7. The manager and the employee will date and sign the letter following their discussion and a notation will be made in the employee's shift jacket.
- 8. The manager will then distribute copies of

the suspension letter as noted on the template.

9. The letter containing the original signatures will be forwarded to the Office of Professional Standards where it will be entered and stored in the employee discipline index file and the discipline database.

ISSUING AUTHORITY

A handwritten signature in black ink, appearing to read 'Anthony D. Cobb', written in a cursive style.

Anthony D. Cobb Chief
of Police
Champaign Police Department