

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 118-A

REFERENCE STANDARDS: 26.1.4 26.1.5 26.1.6 26.1.7
26.3.7

SUBJECT: Administration of Discipline

POLICY: It is the policy of the Hanover Park Police Department to utilize the disciplinary process to correct and improve employee conduct and performance in a fair, equitable, and just manner. Consistent with the concept of progressive discipline, the Department uses the least punitive corrective action necessary to promote compliance with department policy, Village Personnel Rules, and the law.

I. Procedure

A. RESPONSIBILITY FOR DEPARTMENT DISCIPLINE (26.1.5)

1. Each member of the Hanover Park Police Department is charged with the responsibility to conduct themselves in accordance with the law, Village Personnel Rules, and department policy, rules and regulations.
2. Each member of the Police Department is charged with the responsibility to report violations of policy to a department supervisor.
3. Supervisory and Command Ranks (26.1.5)
Supervisors and commanders are fully empowered and are EXPECTED to intervene and act on problems of sub-standard performance and minor misconduct without requiring formalized investigative processing.

Pursuant to that responsibility, members of command and supervisory ranks have the following authority:

- a. To issue verbal and written reprimands, verbal and written commendations to employees under their supervision;
- b. To order an employee to leave the job site under provisions listed in Section B of this directive;
- c. To issue letters of appreciation to employees under their command;
- d. To make recommendations involving disciplinary cases and any aspect of the disciplinary process.

4. Chief of Police
The Chief of Police has the authority to take any form of corrective action as presented in Section B of this directive.

B. RANGES OF POSITIVE/CORRECTIVE DISCIPLINARY ACTION

1. Positive Action as outlined under DIR 121-A
 - a. Supervisory Praise, Recognition
 - b. Departmental Awards (26.1.4)
 - 1) Letter of Recognition
 - 2) Honorable Mention
 - 3) Unit Meritorious Performance Award
 - 4) Department Commendation
 - 5) Award of Merit
 - 6) Medal of Valor
2. Supervisory Guidance/Oral Counseling (26.1.4b)
Informal supervisory counseling conducted to provide assistance.
 - a. Such guidance allows the supervisor to bring to the attention of the employee the need to improve performance, work habits, attitude or other behaviors and to serve as a warning against future repetition of unsatisfactory conduct.
3. Corrective Training (26.1.4a)
 - a. Training may be employed by itself in a proactive manner or it may be employed in conjunction with other components of the disciplinary system. The purpose is to strengthen the employee's performance in a positive manner.
 - b. Employees are required to diligently maintain an acceptable level of competence in performance of their duties and to comply with department in-service training standards.
 - c. Acts of employees that are because they misunderstood procedures or were never aware of them indicate the need for corrective training.
 - d. Supervisors are expected to identify performance deficiencies and insufficient knowledge during the job performance evaluation process, when appropriate, supervisors should take the necessary steps to secure such remedial training for the employee.
4. Punitive Disciplinary Actions (26.1.4c)
 - a. Documented Oral Counseling
More formal counseling session. Identifies problem, clearly defines expectations, and includes formalized memo to the Village Human Resource Personnel File. Minor disciplinary action.

- b. Letter of Reprimand
Issued by any supervisor, the letter defines violation or policy clearly, sets out clear expectations for improvement, warns of the likelihood of more severe action in future. Moderate disciplinary action.
- c. Suspension
Suspension of pay (and benefits) for a defined period. Considered a severe disciplinary action.
- d. Dismissal/Termination/Demotion
Permanent loss of position. Most severe disciplinary action.

5. Immediate Action

- a. Immediate Action provides for immediate intervention by supervisors or commanders to act on violations of standards of conduct or appearance. These actions do require a complaint control number and subsequent Internal investigation although in serious cases such documentation may be appropriate.
- b. Immediate Action may be implemented by supervisors outside the affected employee's chain of command.
- c. Immediate Action includes documenting prior employee counseling, issuing oral or written reprimands, and/or immediate administrative leaves. (26.3.7)
 - 1) When administrative leave is necessary, it shall be for the remainder of the employee's work shift and may continue through the subsequent work shift pending further review by the Chief of Police.
 - a) The supervisor and employee will report to the office of the Chief of Police at 0900 hours on the next business day unless otherwise directed.
 - b) An inquiry will commence and follow those steps as outlined.
- d. Proper discretion and good judgment should be exercised in the application of Immediate Action.
- e. Upon taking this action, the enforcing supervisor shall notify the supervisor of the affected employee and his/her own supervisor. The enforcing supervisor shall immediately follow-up with a written report of the incident.
- f. Application of Immediate Action does not prevent application of additional or more severe disciplinary action.
- g. A list of violations that could result in application of Immediate Action includes but is not limited to:
 - 1) Tardiness or misuse of duty time;
 - 2) Failure to be clean and neat in appearance;
 - 3) Out of uniform;
 - 4) Failure to maintain equipment;
 - 5) Failure to report back to service upon completion of assignment;
 - 6) Taking excessive time for lunch/breaks;

- 7) Failure to give full attention to duty; Lounging on duty; Unnecessary visiting;
- 8) Failure to perform assigned tasks;
- 9) Misuse of equipment or supplies;
- 10) Failure to report for duty when scheduled;
- 11) Reporting unfit for duty;
- 12) Failure to provide prompt, courteous and correct service;
- 13) Failure to comply with a direct order from a supervisor;

C. ACTION BY THE CHIEF OF POLICE

1. Upon receipt of the case file, the Chief of Police shall review all summaries, findings, reports, and recommendations received.
2. If the Chief of Police is satisfied that the case has been thoroughly investigated, he shall:
 - a. Make a finding consistent with DIR 181-A Case Disposition Classifications.
 - b. If appropriate, impose corrective or disciplinary action as defined under Section B above.
 - c. Remand the case to the appropriate Division Deputy Chief for follow-up on the action, in conjunction with staff assistance provided by Human Resources.
 - 1) Notification of the officer, in writing.
 - 2) Notification of the complainant in writing.
 - 3) Severe disciplinary actions such as suspension, demotion, or dismissal shall be administered out of the Office of Chief of Police.
 - 4) Letters of Reprimand may be administered by the accused officer's Division Deputy Chief or designee.
 - 5) Less severe actions may be administered as determined by the Division Deputy Chief or his designee.
3. In deciding the disciplinary action appropriate to the case, the Chief of Police shall consider:
 - a. The nature and severity of the misconduct and its negative impact upon the department;
 - b. The accused officer's personnel record;
 - c. Recommendations from the chain of command;
 - d. Past disciplinary actions taken for similar violations.

E. PROCEDURES FOR SERIOUS DISCIPLINARY ACTION: SUSPENSION, DEMOTION, AND DISMISSAL

1. All serious disciplinary action such as demotion, reduction in compensation, suspension, or termination shall be documented in accordance set forth of the Village of Hanover Park Personnel Rules and Regulations.

2. The Chief of Police may elect to suspend the employee by placement on non-duty status with pay and benefits known as Administrative Leave, which is not to be considered as disciplinary action.
3. Termination Letter: (26.1.7)
 - a. If the disciplinary action involves termination of a non-probationary employee the written notification letter shall include at a minimum:
 - 1) A statement citing the reason for termination;
 - 2) The effective date of termination;
 - 3) A statement of the status of fringe and retirement benefits after termination.
 - b. A copy will be placed in the department personnel file located in the Office of the Human Resource Department.
4. Appeal Process for Termination, Demotion, Suspension or Reduction in Compensation (26.1.6)
 - a. Any such employee shall have a right of appeal and may seek redress through the procedure as defined in the Village of Hanover Park Personnel Rules and Regulations.
 - b. Contractual employees shall be governed by the existing labor agreement.