

# JACKSONVILLE POLICE DEPARTMENT

Policy: 7-10  
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## EMPLOYEE DISCIPLINARY REVIEW BOARD

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**PURPOSE:** To provide the Chief of Police with a non-administrative source of information and non-binding recommendations in regards to disciplinary matters.

**POLICY:** A Disciplinary Review Board will be established anytime the Chief of Police is considering disciplinary action on an officer that is above a written reprimand. This board shall consist of one (1) Lieutenant, one (1) Sergeant and two (2) officers.

### **PROCEDURES:**

#### I. SELECTION

- A. When an officer faces possible discipline above a written reprimand, a Disciplinary Review Board shall be convened comprised of four (4) employees selected at random.
- B. All employees of the Disciplinary Review Board must have a minimum of three (3) years of continuous service with the Jacksonville Police Department.
- C. Supervisors/officers will not serve on the Board if the employee involved is within their chain of command.
- D. Supervisors/officers may request to opt-out of serving on the Board with a written, reasonable justification submitted to the Chief of Police at least three (3) days prior to the Board convening.

#### II. BOARD GUIDELINES

- A. Board members will meet at a date and time specified by the Chief of Police.
- B. Board members must communicate openly and honestly with each other during the review.
- C. Board members must listen to the other employee's opinions and not influence these opinions based on any type of peer pressures (i.e. Supervisors influencing officers, senior officers influencing junior officers).
- D. The Board is not designed to be investigative in nature. The Board's responsibilities will be to review the findings of an internal investigation or a pre-disciplinary hearing and offer recommendations to the Chief of Police.
- E. Board members may approach the Chief of Police in order to clarify details of the investigation.

#### III. RECOMMENDATIONS

- A. Recommendations are exactly that. They are non-binding recommendations from the Board to the Chief of Police.
- B. The Board members should agree unanimously on a single recommendation. Disciplinary recommendations could range from suspension without pay to termination. Should a suspension without pay be the recommendation of the Board a set number of hours will be included in the suggestion to the Chief of Police.
- C. The Board will submit their recommendations in writing directly to the Chief of Police once

they have made their decision.



John C. Franklin  
Chief of Police