Overview of Discipline Procedure

Situation: Chief suspends a subordinate Per Section 3

- IMMEDIATELY Chief must file a report with the Board
- HEARING ONLY IF requested by suspended subordinate within (30) days from date of suspension

Situation: Aggrieved person wishes to file charge (other than Mayor, Chief, PFC member, or whole board) Per Section 4

- 1. Must file a complaint with the Police or Fire Department under the Citizen Complaint procedure
- 2. If aggrieved person is not satisfied, a charge may be file with the Board.
 - a. Charge must be filed with the Board no later than (10) days following receipt of written results of Citizen Complaint procedure.

Filing Charges with Citizens Complaint **Evidentiary Hearing Appeal** the Board Charges should be served within May appeal order of the Board Complainant submits form to At least (7) days before hearing: reasonable amount of time upon Parties distribute witness list department to Circuit Court the person charged At least (1) day before hearing: (10-30) days for Board president Complainant recieves written Parties provde to set scheduling order* response recieved from Board documents/exhibits (3) days to provide Complainant has (10) days to file findings/determinations in charges with Board writing

^{*}Parties may waive statutory time frame and schedule at mutually agreeable time. Commission must be informed of this agreement.