Disciplinary Process: Civilian Members, Separation

1. **Initiation**: An investigation is opened based on alleged misconduct.

2. **Investigation**: The assigned agency investigates the allegations.

3. **Findings**: The investigating agency determines whether the allegation is Unfounded, Exonerated, Not Sustained, or Sustained.

4. **Disciplinary Recommendations**: The investigating agency recommends discipline.

5. **Superintendent's Review**: The Superintendent reviews the findings and recommended discipline.

6. **COPA's Review**: The Civilian Office of Police Accountability (COPA) reviews the findings and recommended discipline.

7. **Concurrence**: The Superintendent and COPA determine whether the discipline is concurred with.

8. **Implementation**: The recommended discipline is implemented.

9. **Challenge**: The discipline may be challenged through the grievance procedure or Police Board, depending on the severity and rank of the CPD member.

10. **Decision**: The challenge is decided by the applicable body.

11. **Outcome**: The recommended discipline is either upheld, decreased, reversed, or increased.

12. **Conclusion**: The hearing concludes, and any necessary transcripts are made.

**Key Terms**:
- **Unfounded**: The allegations are not supported by evidence.
- **Exonerated**: The allegations are not true.
- **Not Sustained**: The allegations are true but do not warrant discipline.
- **Sustained**: The allegations are true and warrant discipline.

**Notes**:
- Discipline moves forward when the Superintendent and COPA do not concur.
- CPD members can accept or challenge the recommended discipline through the grievance procedure or Police Board.
- Discipline is increased in some cases in front of the Police Board.

**References**: