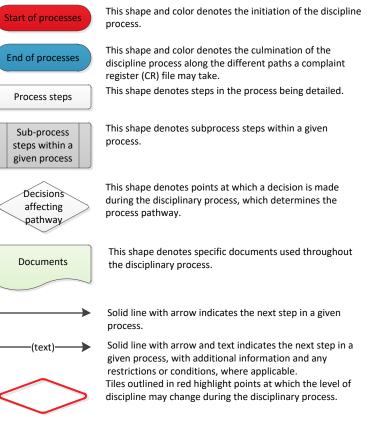
# **Disciplinary Process: Civilian Exempt Members, Oral Warning**

(last updated: January 2022)

## **Chart Figures and Symbols:**

Acronyms & Terms:

BIA – Bureau of Internal Affairs



### **Overview of Disciplinary Process:**



implemented

Complaint OR Notification: Allegations of misconduct can be filed by a member of the public or City official or employee, including sworn and civilian members of CPD. Misconduct includes violations of CPD's Rules and Regulations, directives, orders, laws and ordinances, as well as criminal conduct. Additionally, certain events will prompt automatic notifications to COPA for consideration.

Investigation: Investigators gather evidence in order to support an agency determination of whether to sustain allegations of misconduct. Depending on the type of misconduct alleged, either BIA or COPA will conduct the investigation.

Findings, disciplinary recommendations: Following the investigation, the investigating agency determines whether the allegation is Unfounded, Exonerated, Not Sustained, or Sustained. If the allegation is Sustained, the investigating agency will make a recommendation of the type of disciplinary action that should be taken.

Review: Regardless of the investigating agency, findings and disciplinary recommendations (other than recommendations for Separation) go through Command Channel Review (CCR). CCR is a review by the accused member's supervisors to ensure they are, in the reviewing members' opinion, appropriate. Reviewing members may recommend changes to the finding(s) or disciplinary recommendation(s); the process for incorporating changes depends on which agency conducted the investigation.



Findings, discipline issued: Depending on the severity of the recommended discipline, CPD members can then accept or challenge the recommended discipline through the grievance procedure or Police Board, depending on the severity of the discipline and the rank of the CPD member.

Findings, discipline challenged: CPD members may challenge the recommended discipline through the Binding Summary Opinion, Arbitration, or before the Police Board. Available options for challenging depend on the severity of the recommended discipline and the accused member's rank.

Outcome of challenge implemented: The recommended discipline can either be upheld, decreased, reversed, and, in some cases in front of the Police Board, increased. Once the discipline is decided, it is implemented.

#### **Allegation Findings:**

Following an investigation by BIA or COPA, an allegation of misconduct may be found to be:

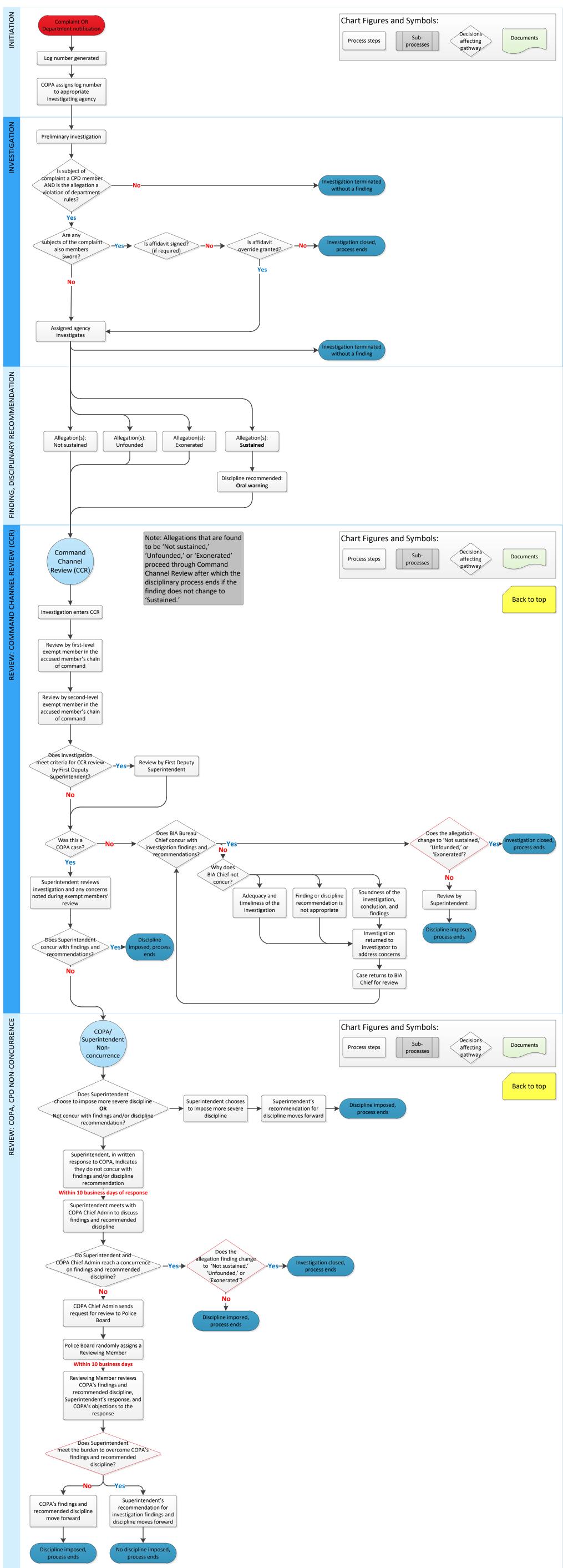
Unfounded, when the allegation is false or not factual;

CHIEF ADMIN – Leads COPA CHIEF OF BIA - Leads BIA COPA – Civilian Office of Police Accountability CPD – Chicago Police Department FOP – Fraternal Order of Police (Police Officer union) INA – Illinois Nurses Association MCC – Municipal Code of Chicago OIG - City of Chicago, Office of Inspector General PB – Police Board PBPA [Unit 156] - Policemen's Benevolent & Protective Association of Illinois (Police Supervisor union) SUPERINTENDENT – Leads CPD

AFSCME – American Federation of State, County and Municipal Employees

- Exonerated, when the incident occurred, but the actions of the accused were lawful and proper;
- Not sustained, when there is insufficient evidence to either prove or disprove the allegation; or
- Sustained, when the allegation is supported by a preponderance of the evidence.





## References

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