



Lansing Police Department Manual

Mike Yankowski, Chief of Police

300.13 – DISCIPLINE OF PERSONNEL

Administrative Procedure

Effective Date: 12/2016

Rescinds: 06/2005

1 **PURPOSE**

2
3 The purpose of this procedure is to establish guidelines for disciplinary actions involving Lansing Police
4 Department (LPD) personnel.

5 **INFORMAL DISCIPLINE**

6
7 Informal Discipline consists of a written Counseling Notation.

8 **FORMAL DISCIPLINE**

- 9
10
11
- 12 • Formal discipline consists of a written reprimand, demotion, suspension without pay, or termination
13 based on a recommendation of a supervisor for a subordinate.
 - 14 • Any disciplinary actions more than twenty-four (24) calendar months old (calculated from the date
15 the employee actually received the discipline) cannot be considered in any subsequent disciplinary
16 matter. The Office of Internal Affairs will ensure that disciplinary actions more than twenty-four (24)
17 months old are excluded from review by supervisors.
 - 18 • Internal Affairs will initiate a Disciplinary Charge Sheet containing the text of the reprimand for
19 sustained complaints.
 - 20 • In all cases where formal disciplinary action is initiated the charged employee may respond in
21 writing to the charge. Any written response will be attached to the case file.
- 22

23 **CHAIN OF REVIEW FOR DISCIPLINARY ACTION**

- 24
25
- 26 • When a complaint has been sustained, a Disciplinary Charge Sheet will be forwarded to the
27 appropriate supervisor for recommendation of an appropriate disciplinary sanction in accordance
28 with the LPD Discipline Matrix.
 - 29 • Each level of review in the chain of command will include an independent and objective
30 recommendation. At any level of the review process, a sanction recommendation outside the LPD
31 Discipline Matrix must include a written explanation of specific mitigating and/or aggravating factors
32 considered.
 - 33 • Any sanction with proposed loss of time will require a written explanation for the justification at
34 each level of the review process.
 - 35 • When a supervisor determines further investigation is needed, they will document in writing and
36 petition the Chief to have the investigation reopened. Supervisors may request assistance from
37 Internal Affairs at any stage of the investigation.
 - 38 • The review process will be completed within fifteen (15) full working days unless collective
39 bargaining agreements or extenuating circumstances dictate otherwise. The review process
40 begins when the charged employee's immediate supervisor signs and dates the disciplinary charge
41 sheet.
 - The Chief of Police/Designee is the final level of review for all suspensions and terminations.

42 **PRE-DETERMINATION HEARING**

- 43
- 44 • The Chief/Designee will conduct a pre-determination hearing in all disciplinary cases for which the
- 45 contemplated charge involves a suspension, demotion or termination.
- 46 • The charged employee will be notified by the Office of Internal Affairs of the hearing date, time, and
- 47 location.
- 48 • The employee may have a union representative attend the hearing.
- 49 • The responsibilities of the Chief/Designee at the pre-determination hearing will include:
- 50
- 51 ○ Ensuring the employee receives an explanation of the proposed action and reviews a copy of
 - 52 the complaint and charge sheet.
 - 53 ○ Providing the employee the opportunity to respond to the charges or provide any additional
 - 54 relevant information before the disciplinary sanction is imposed.
 - 55 ○ Imposing the disciplinary sanction when the employee does not respond or provide any
 - 56 additional relevant information.
 - 57 ○ Consulting with the chain of review before implementing the disciplinary sanction in the event
 - 58 that the officer does provide additional relevant information.
- 59

60 **PRESENTATION OF CHARGE SHEET**

- 61
- 62 • The charged employee will acknowledge by signature that notification of the disciplinary action has
 - 63 been received.
 - 64 • A copy of the charge sheet, including all letters of non-concurrence, will be furnished to the
 - 65 charged employee by the Chief/Designee.
 - 66 • The Chief/Designee will forward the entire case file to the Office of Internal Affairs.
- 67

68 **SUSPENSION**

- 69
- 70 • An employee may be suspended only at the discretion of the Chief of Police/Designee and in
 - 71 compliance with applicable bargaining agreements.
 - 72 • The Chief/Designee will inform the employee of the conditions of the suspension.
 - 73 • A supervisor will relieve the employee of their badge, Departmental identification, and weapon(s).
 - 74 • If the employee is relieved of duty pursuant to being charged with a Circuit Court Misdemeanor or
 - 75 Felony, the Chief/Designee may cause the employee to be suspended without pay.
 - 76 • A suspended employee will not wear any identifiable part of the official Departmental uniform.
 - 77 • A suspended employee will not act in the capacity of, nor represent themselves as a Departmental
 - 78 employee in any manner except to act in the capacity of a witness for mandatory court
 - 79 appearances.
 - 80 • An employee placed on Administrative Leave or Suspension will be responsible for court
 - 81 attendance, medical/fitness for duty examination(s), or other duties as directed by the
 - 82 Chief/Designee.
- 83

84 **APPEAL TO THE CHIEF OF POLICE**

85

86 Requests for appeal will be made in writing to the Chief of Police within five (5) calendar days from the

87 date the employee is notified of the Chief's/Designee's decision. The request will state whether the

88 employee intends to contest the appropriateness of the charge and/or the appropriateness of the sanction.

89

90 **DISCIPLINARY ACTION INVOLVING THE CHIEF OF POLICE**

91

92 Disciplinary action involving the Chief of Police will be pursuant to the current City Charter.