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16-002  
01/07/16

### Chief's Order for Disciplinary Suspension

Members of the Department shall adhere to the following guidelines regarding disciplinary suspensions imposed by a Chief's Order. Department General Order 2.07 (I)(C)(7), STATEMENT OF SUSPENSION, provides steps and procedures utilized by the Internal Affairs Division when preparing the final disciplinary Chief's Order for Suspension. The final disciplinary letter is a Chief's Order which shall not be modified without prior written approval from the Chief of Police or the Internal Affairs Division.

This bulletin is to remind you that:

1. Suspension dates are set by the Chief of Police and may not be changed by anyone other than the Chief of Police.
2. If you are a member of the Department who has been notified that you will be serving a suspension and the suspension dates are listed in your final Chief's disciplinary letter but you wish to change those dates, you shall contact the Internal Affairs Division to request a modification of the suspension dates, or have your legal representative contact the Internal Affairs Division on your behalf. You shall not change the dates without prior approval from the Internal Affairs Division or the Chief of Police.
3. If you are a supervisor and one of your subordinates requests that you set or change suspension dates, you shall contact the Internal Affairs Division immediately. You shall not change any suspension dates without notification to the Internal Affairs Division and approval from the Chief of Police.

Modifying suspension dates without notification to the Internal Affairs Division and approval from the Chief of Police is prohibited.

Per DB 15-141, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.

A handwritten signature in blue ink, appearing to read 'Greg P. Suhr', is positioned above the printed name of the Chief of Police.

GREGORY P. SUHR  
Chief of Police