


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage respect and compassion"</i>		<b>SUBJECT:</b> <b>"DISCIPLINARY ACTION REPORT"</b>	<b>ORDER NUMBER:</b> <b>17-1</b>
		<b>PLEAC STANDARD:</b>	<b>PAGE 1 OF 4</b>
<b>RE-ISSUE DATE:</b> <b>5/7/18</b>	<b>EFFECTIVE DATE:</b> <b>6/1/00</b>	<b>ANNUAL REVIEW DATE:</b> <b>JANUARY</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>
			<b>AMENDS:</b> <b>ALL PREVIOUS</b>

**1.0 PURPOSE**

1.1 For the consistency and standardization of the disciplinary action process.

**2.0 POLICY**

2.1 In all cases of disciplinary action whether the recommendation is an oral or written reprimand, regular suspension or immediate suspension, the initiating supervisor shall complete a Disciplinary Action Report, (DAR) PBP Form #206.

**3.0 DEFINITIONS**

3.1 **Supervisor** –Any sergeant, lieutenant, any acting sergeant or lieutenant, or other command staff rank, civilian or sworn, up to and including the Chief of Police.

3.2 **Senior Supervisor** –Any supervisor from the rank of commander to the Chief of Police.

3.3 **"DAR"** – Disciplinary Action Report

3.4 **"MPOETC"** – Municipal Police Officers Education and Training Commission

**4.0 PREPARATION OF THE DAR**

4.1 Prior to the preparation of a DAR the initiating supervisor and/or duty location Commander of the involved member will meet to discuss the incident that gave rise to the disciplinary charges. (11/12/02)

4.2 The initiating supervisor shall inaugurate a DAR by typing the name, rank, badge number, ID number, unit assignment, and date of hire of the member on the report, in addition to the date and time of the violation and date of the report in the designated spaces.

4.3 The specific section number or numbers of the General Order, regulation or procedure violated and a short definition of each shall be typed in the section titled "Violation(s)".

4.4 The charges or violations against a member will be documented in the "Narrative" section of the DAR form.

4.5 All members are required to sign the DAR when they are notified that the disciplinary action is initiated. The member will not make any marks, notations, or remarks on the form other than the member's signature. The member's signature is an acknowledgement ONLY that he or she is aware and has received a copy of the DAR and in NO WAY indicates acceptance of the recommended discipline. (COP #97-003) 1/29/97


4.6 [REDACTED]

[REDACTED]

**5.0 DISTRIBUTION OF THE ORIGINAL DAR**

- 5.1 When the DAR is completed, a copy will be given to the member involved. A second copy will be sent directly to the Chief of Police. A third copy will remain on file with the Commanding Officer of the Zone or Unit. (COP #96-025) 10/16/96
- 5.2 The original DAR, together with all related reports, shall continue to be forwarded through the chain of command. (COP #96-025) 10/16/96

**6.0 PROCESSING THE DAR THROUGH THE CHAIN OF COMMAND**

- 6.1 The Zone or Unit Commander will meet with the member charged on the DAR.
- 6.2 The member will be advised that he or she may respond in writing to the DAR.
- 6.3 The Commander will complete a Special Report to the Chief of Police at the conclusion of the meeting that will document the following information:
  - 6.3.1 The date and time of the meeting
  - 6.3.2 Who attended the meeting
  - 6.3.3 Confirmation that the charges against the member were explained
  - 6.3.4 Confirmation that the member understood the charges
  - 6.3.5 The member's response (a written response from the member may be attached)
  - 6.3.6 The fact that the member has no further explanation concerning the matter if applicable)
  - 6.3.7 The Commander's remarks (including recommended discipline)
- 6.4 
- 6.5 The Commander will complete a second/separate Special Report summarizing the member's PARS/OMS record.
- 6.6 The original DAR, with Commander's signature affixed, and the Commander's Special Reports, along with any appropriate supportive documentation will be forwarded through the member's chain of command.
- 6.7 The Assistant Chief of the involved branch and the Deputy Chief of Police will review each DAR with the attached Commander's Special Reports and the member's written comments. The Assistant Chief and the Deputy Chief will then make the appropriate entries in the DAR. The completed information will be forwarded to the Chief of Police.
- 6.8 Within ten (10) working days after the DAR goes through the chain of command and is signed by the Chief of Police, there will be a meeting (referred to as the "Initial Meeting") between the involved member, the F. O. P., the director of Public Safety or his or her designee, the involved Assistant Chief, the Deputy Chief, and the Chief of Police or his or her designee. At this meeting the initiating supervisor will describe the basis for the proposed discipline and summarize the evidence upon which it is based. The involved member will be given an opportunity at this meeting to respond to the charges against him or her.

**7.0 APPROVAL OF DISCIPLINE**

- 7.1 After the DAR has been signed by the Zone/ Unit Commander, the Assistant Chief of Police, the Deputy Chief of Police, and the Chief of Police it will be submitted for approval to the Director of Public Safety. Disciplinary actions must be approved by the Director of Public Safety.
- 7.2 DAR's involving suspensions will have the actual suspension days determined by the Chief of Police or his or her designee.
  - 7.2.1 Once the discipline has been imposed, the duty location Commander will submit a memo through the chain of command to the Chief of Police documenting the suspension dates. (11/12/02)
- 7.3 The Director of Public Safety will make notice of discipline by letter to the member. If an internal hearing is requested the notice of discipline must be issued within (5) five working days of the date of the internal hearing. If no internal hearing is requested or if an oral reprimand is issued, there are no time requirements.

7.4 Upon implementation of discipline, the original DAR, together with all related reports, will be sent to the Chief of Police.

7.5 A Copy of the final DAR and all related reports will be distributed to:

- 7.5.1 The member
- 7.5.2 The F.O.P.
- 7.5.3 The member’s personnel file at Personnel and Finance
- 7.5.4 The member’s Zone/ Unit personnel file
- 7.5.5 The manager of OMI

**8.0 DISAPPROVAL OF DISCIPLINE**

8.1 The Zone or Unit Commander, the Assistant Chief of the respective branch, the Deputy Chief of Police, or the Chief of Police may recommend disapproval of a disciplinary action. However, when the disciplinary action is disapproved, the official recommending such disapproval shall attach a memo to the DAR indicating his or her reasons for disapproval. The distribution of the DAR will continue through the chain of command to the Director of Public Safety. The Director of Public Safety will be the final decision in all disciplinary actions.

**9.0 AMENDMENT OF DISCIPLINE**

9.1 The Zone or Unit Commander, the Assistant Chief of the respective Branch, the Deputy Chief of Police, or the Chief of Police may recommend an amended action to that of the initiating supervisor.

- 9.1.1 The amendment will be indicated in the appropriate block on the DAR beside his or her signature.
- 9.1.2 The amended recommendation will then be forwarded through the chain of command to the Director of Public Safety.

**10.0 DISPOSITION OF DAR**

10.1 If a DAR should go to arbitration, after the arbitration hearing or when the DAR has been concluded, there will be correspondence from the Chief’s Office to the involved Commander explaining that the disposition of the case that has been determined.

- 10.1.1 The Commander will complete a Special Report advising the member that the final disposition has been an oral reprimand, a written reprimand or a suspension.
- 10.1.2 The member will sign the Special Report as acknowledgement of receipt of the disciplinary disposition.

10.2 If the disposition is either an oral or written reprimand, the member will sign and receive a copy of the Special Report.

- 10.2.1 A copy of the Special Report will be placed in the member’s personnel file and performance file.
- 10.2.2 The original Special Report will be sent to the Chief’s Office to be included in the DAR file and database.

10.3 If the discipline is a suspension, the member will sign and receive a copy of the Special Report.

- 10.3.1 The Special Report from the Commander will include the date(s) that the member will be marked suspended (“Z” day(s)).
- 10.3.2 The original Special will then be forwarded to the Chief’s Office to be placed in the officer’s DAR file.
- 10.3.3 A copy of the Special Report will be sent to the Manager of Personnel and Finance.
- 10.3.4 This copy will be compared with payroll records to ensure the member’s payroll was properly marked.

10.4 In the case of a termination, the member will be advised to return his or her Pittsburgh Bureau of Police badge, identification card, and MPOETC card.

10.5 These items will be taken to the Office of the Deputy Chief of Police. Other items issued to the member that belong to the City of Pittsburgh or the Pittsburgh Bureau of Police will be returned to the Property room (11/12/02).

**11.0 RELEASE OF INFORMATION**

11.1 DAR information shall be maintained consistent with the Working Agreement between the City of Pittsburgh and the FOP.

Approved By:

A handwritten signature in blue ink, appearing to read "Scott Schubert", written over a horizontal line.

\_\_\_\_\_  
Scott Schubert  
Chief of Police