



Police & Fire Commission

Whitewater Police Department Resignation/Disciplinary/Termination Processes

Type	Process	Participation	Timeline
Notification - Resignation	Chief notifies PFC President and City Manager to seek approval to fill vacancy. City Manager facilitates an exit interview. Resignation shared at next PFC meeting.	Chief, City Manager, PFC President	With all deliberate speed in less than 48 hours. Email is acceptable.
Suspension or Demotion	Internal investigation is conducted, may or may not include Garrity notification & form completion. Non-probationary officer may be placed on administrative leave (continues to receive pay during the internal investigation). Must meet requirements of Chief during that time, i.e. weekly check in, etc) but not report to work unless directed by the Chief to respond to the department or different location.	Impacted non-probationary officer, Chief of Police and command staff. May also include City Manager, direct supervisor, union representation, city and/or labor attorneys.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If Chief seeks suspension/demotion, immediate notification of the PFC President will occur.	PFC President	
	If non-probationary officer seeks to appeal the suspension/demotion they will do so through an appeals process with the PFC for review and adherence to process. Request for a hearing should be in writing to the PFC President and the Secretary.	PFC President, PFC Secretary	
	PFC president will notify the Chief of Police if a hearing is requested. When a hearing is requested the Chief of Police will provide the PFC with a copy of the charges and corresponding rules/regulations/conducted that was violated upon which a subordinates suspension/demotion was based.	PFC President, Chief of Police	
	If suspension is sought in regards to the Chief, it can be initiated by PFC or forwarded to PFC from City Manager.	PFC, City Manager	
	PFC decision is not binding and may be subject to judicial review.		



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Termination of Employment	Internal investigation is conducted, may or may not include Garrity notification & form completion. non-probationary officer may be placed on administrative leave (continues to receive pay during the internal investigation). Must meet requirements of Chief during that time, i.e. weekly check in, etc, but not report to work unless directed by the Chief to respond to the department or different location.	Impacted non-probationary officer, Chief of Police and City Manager. May also include PFC and labor attorneys.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If Chief seeks termination, immediate notification of the PFC President will occur.	PFC President	
	If termination is sought, the Chief and Captain meet with City Manager and/or labor attorneys (city & union) to discuss contract obligations (i.e. severance, agreement, conditions, etc)	Chief of Police, Captain, City Manager, labor attorneys	
	If non-probationary officer seeks to appeal the termination they will do so through an appeals process with the PFC for review and adhere to the process. Request for a hearing should be in writing to the PFC President and the Secretary.	PFC President, PFC Secretary	
	PFC president will notify the Chief of Police if a hearing is requested. When a hearing is requested the Chief of Police will provide the PFC with a copy of the charges and corresponding rules/regulations/conducted that was violated upon which a subordinates suspension/demotion was based.	PFC President, Chief of Police	
	If non-probationary officer seeks to appeal the termination they can do so to the PFC for review and adherence to process. PFC decision is not binding and may be subject to judicial review.	PFC	
	If a termination is sought in regards to the Chief, state removal process is required. Can be initiated by PFC or forwarded to PFC from City Manager.	PFC, City Manager	