



MEMORANDUM

LEGISLATIVE REFERENCE BUREAU

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To: Ald. Mark A. Borkowski
From: Tea B. Norfolk, Legislative Reference Bureau
Date: June 6, 2023
Subject: Police Department's Quarterly Discipline Report

This memo is in response to your request for information relating to the Police Department's quarterly discipline reports.

Discipline Matrix

The Police Department's Discipline Matrix is posted to its website and attached to this memo for your review. It is briefly described below.

The Discipline Matrix identifies factors that are considered in a disciplinary decision process. It includes the following aggravating and mitigating factors: Employee motivation, degree of harm, employee experience, and intentional or unintentional errors.

- Employee motivation focuses on whether a member who violates a policy or procedure was acting in the public's interest. A member who violates a policy or procedure in an effort to accomplish a legitimate police purpose and demonstrates an understanding of the broader public interest will be given more positive consideration than one who was motivated by personal interest.
- Degree of harm focuses on myriad ways in which harm can be measured, including monetary damage to the department and community, personal injury, and impact on public confidence.
- Employee experience focuses on how long the member has been with the department, and, accordingly, how much judgment that person is expected to have in terms of their experience.
- Intentional and unintentional errors focus on the intent of the member when he or she violated the code of conduct.

The Discipline Matrix ranks the severity of a violation and sanction categories from A through E, with A being the least severe and E the most. Each category has a recommended guideline of discipline. Repeated acts of a lower category of violations within specific timeframes increase the violation category to the next level.

Quarterly Report

In 2022, there were 49 incidents reported over the course of the four quarterly reports. The most recent quarterly report available on the Police Department's website is from the Fourth Quarter of 2022. The report is attached to this memo and briefly described below.

There are 13 incidents included in the report. Disciplinary actions include the following:

1. 1-day suspension without pay for unprofessional behavior.
2. 30-day suspension without pay for OWI and 3-day suspension without pay for behavior that brought discredit to the department.
3. 10-day suspension without pay for negligent driving.
4. 5-day suspension without pay for failure to investigate a reported case of domestic violence and 5-day suspension without pay for failure to make a mandatory arrest for domestic violence.
5. 5-day suspension without pay for failure to make a mandatory arrest for domestic violence and 5-day suspension without pay for failure to investigate a reported case of domestic violence.
6. 5-day suspension without pay for failing to be forthright about administrative inquiries, official reprimand for failing to monitor persons in custody and not confined, and official reprimand for failing to restrain arrestees with handcuffs and seatbelts in the vehicle.
7. Official reprimand for failing to restrain arrestees with handcuffs and seatbelts in the vehicle.
8. 4-day suspension without pay for negligent driving.
9. 2-day suspension without pay for failing to inventory property and 2-day suspension without pay and remedial training for failing to conduct a complete investigation and prepare reports in a prompt and thorough manner.

10. 2-day suspension without pay for failing to exercise due regard while operating in an emergency capacity.
11. Official reprimand for failing to prepare proper reports in a thorough and proper manner to ensure accountability.
12. Official reprimand for failing to obey a lawful order emanating from an officer of a higher rank.
13. 10-day suspension without pay for OWI.

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Attachments