


Memphis Police Department Policy Manual		
Effective Date July 25, 2023		MPD.P&P.02-013 Disciplinary Disposition
Applicable To: All Employees		Review Due: 2024
Approval Authority: Chief Cerelyn J. Davis		
Signature: CJD		Date Signed:

1. PURPOSE

The purpose of this policy is to prevent and correct inappropriate behavior within the Memphis Police Department. The Department strives for consistency in its application of discipline and imposes corrective actions for policy infractions which are in accordance with the philosophy of progressive discipline.

2. POLICY

It is the policy of the Memphis Police Department to take swift corrective action through impartial investigations of all allegations of employee misconduct and to impose appropriate disciplinary actions for all sustained employee work rule violations.

3. RESPONSIBILITIES

3.1 Chief of Police

3.1.1 The Chief of Police is responsible for the effective and professional administration of the disciplinary process. Thus, the Chief of Police, or their designee, retains the authority to review, revoke, or modify any disciplinary actions taken by any supervisor in the Department. The Chief shall execute any such revocation or modification in writing.

3.2 Commander of Inspectional Services Bureau

3.2.1 The commander of the Inspectional Services Bureau (ISB) acts on behalf of the Chief by coordinating and monitoring the receipt of complaints, complaint investigations, and the imposition of discipline throughout the Department. The ISB Commander makes recommendations to the Chief concerning policy updates and new training recommendations that could reduce the occurrence of policy violations.

3.2.2 The ISB Commander, or his/her designee, is responsible for the timely notification to the Chief of Police, or his/her designee, of all complaints of a serious and credible nature. Notification will occur by telephone, internal memorandum, personal notification, or other means as necessary.

3.3 Supervisors

3.3.1 All supervisors (sworn and civilian) are responsible for correcting behavior that is inconsistent with department rules. Moreover, the supervisor will administer proper discipline when charges are sustained by ISB involving a subordinate employee under his or her command.



Memphis Police Department Policy Manual

MPD.P&P.02-013 Disciplinary Disposition



3.4 Disciplinary Authority

- 3.4.1 The Disciplinary Authority will administer appropriate discipline to subordinate employees who violate department rules to correct unwanted behavior.

4. ACTION

4.1 Disposition of Sustained Complaint Files

- 4.1.1 After an ISB complaint investigation is completed, the commander will determine its status. The ISB investigation will be supported by a "conclusion of fact" and investigative finding for each charge will be classified as follows:
- a. Not Sustained
 - b. Exonerated
 - c. Unfounded
 - d. Exceptionally Closed
 - e. Sustained
- 4.1.2 ISB will forward all sustained investigative files to the Administrative Assistant Chief or a designee for review and assignment.
- 4.1.3 The Administrative Services Assistant Chief will review, log, assign and forward the ISB file to the affected division commander.
- 4.1.4 The Disciplinary Authority will not modify sustained complaints that were investigated by the Inspectional Services Bureau (ISB). Under no circumstances will modifications occur to investigations that involve felony criminal conduct or sustained excessive force.
- 4.1.5 If the Disciplinary Authority has reason to believe that a sustained ISB charge should be reduced to a lesser charge, he or she must submit a written justification, and provide proof documents (e.g., video, legal documents, etc.) to the Chief of Police to be considered.
- 4.1.6 An employee may only grieve a specific disciplinary action once. Any grievance ruled on by the Chief is final (forever resolved). However, the employee may appeal the discipline given through the city's civil service process.

5. DEFINITIONS

N/A

6. CANCELLATIONS

N/A

7. REFERENCES



Memphis Police Department Policy Manual

MPD.P&P.02-013
Disciplinary Disposition



8. **SIGNIFICANT CHANGES**
9. **APPENDIX**