

Special Regulation 6.02. There shall be two types of suspensions administered in the Police and Fire **[Bureaus]** *Departments*: Summary Suspension, and Administrative Suspension.

Special Regulation 6.03. A Summary Suspension shall be one placed in effect immediately due to the nature of the situation requiring the suspension and shall be effected by any ranking command officer in either the Police or Fire **[Bureau]** *Department*. A ranking command officer will be a Lieutenant or higher in the Police **[Bureau]** *Department*, and a Battalion Chief or higher in the Fire **[Bureau]** *Department*. The purpose of a Summary Suspension is to permit a command officer to immediately deal with a situation which has occurred, and in which delay in time would be a detriment in the maintaining of proper discipline and morale.

Special Regulation 6.05. Upon receipt of a written report of a summary suspension, the **[Inspector]** *Major*, Deputy Fire Chief of the Fire **[Bureau]** *Department* or Fire Marshal receiving it shall terminate or confirm the suspension immediately and if confirmed order the same to continue pending a complete and thorough investigation of the facts involved. In no instance shall the Police **[Inspectors]** *Majors*, the Deputy Fire Chief or the Fire Marshal continue the suspension for more than an additional fifteen calendar days.

Special Regulation 6.06. When a summary suspension is continued, an investigative report of the circumstances surrounding the invoking of the summary suspension shall be made to the **[Bureau]** *Department* Chief by the Police **[Inspector]** *Major*, Deputy Fire Chief or Fire Marshal with a recommendation that: (1) the employee be reinstated with all pay and privileges restored; or (2) a disciplinary penalty be imposed as outlined in Special Regulation 6.08 below; or (3) Charges and Specifications be filed against the employee.

Special Regulation 6.07. The **[Bureau]** *Department* Chief may accept, reject or modify **[with the approval of the Director of Public Safety]** the recommendations of the Police **[Inspector]** *Major*, the Deputy Fire Chief of the Fire **[Bureau]** *Department* or the Fire Marshal. The *Department* Chief **[of Bureau]** shall impose any or all disciplinary penalties prescribed in Special Regulation 6.08 below with the approval of the **[Director of Public Safety]** *Administrative Officer*.

Special Regulation 6.08.

(d) transfer within the **[Bureau]** *department*.

Special Regulation 6.10. If the Chief of the **[Bureau]** *department* approves the recommendation that Charges and Specifications shall be filed against the employee, he shall file such Charges and Specifications with the **[Director of Public Safety]** *Administrative Officer*, setting forth in writing the violation or infraction of any directive, order or procedure alleged to have been committed by the employee.

Special Regulation 6.11. The **[Director of Public Safety]** *Administrative Officer* may modify or amend any Charges and Specifications brought before him before such Charges and Specifications are officially filed against an employee.

Special Regulation 6.12. After the official filing of Charges and Specifications with the **[Director of Public Safety]** *Administrative Officer*, he may continue the Summary Suspension for a period not to exceed thirty calendar days, which period shall be in addition to the original fifteen calendar day suspension. During this additional thirty day period, a hearing on the Charges and Specification shall be held before the Trial Board, unless a postponement is requested and granted.