

One postponement not to exceed fifteen calendar days may be granted by the Chairman of the Trial Board to the Defendant and/or either **[Bureau]** *department* Chief provided, however, the request for postponement is received in writing by the Chairman of the Trial Board no less than forty-eight hours prior to the hearing date and time. In any event, all hearings before the Trial Board must be held within sixty calendar days from the day of filing of the Charges and Specifications. Exceptions to this rule shall be any instance when a suspended employee is hospitalized or awaiting trial on criminal charges.

Special Regulation 6.13. The employee against whom Charges and Specifications have been filed shall be notified of such action by forwarding him a copy of the Charges and Specifications at the employee's last known address, as contained in the records of the Police or Fire **[Bureau]** *Department*, setting a time, date and place for a Trial Board hearing.

Special Regulation 6.14. The **[Director of Public Safety]** *Administrative Officer* shall act as Chairman of the Trial Board. The findings of the Trial Board shall be final and the Board may dismiss any proceedings or prescribe any disciplinary action up to and including dismissal from the Police or Fire **[Bureau]** *Department*.

Special Regulation 6.15. Any employee suspended shall be relieved of all official duties, placed in a leave without pay status and shall surrender all official equipment and identification issued to him by the **[Bureau]** *department*.

Special Regulation 6.16. Any Police or Fire **[Bureau]** *Department* employee may be suspended for any act or failure to act which is deemed a breach of discipline, order, regulation or directive, existing or as may be issued from time to time by the Chief of the Police or Fire **[Bureau]** *Department* provided the order, regulation or directive has been issued in writing and made available to all Police and Fire **[Bureau]** *Department* personnel.

An Administrative Suspension shall be one placed in effect only by the Chief of the Police or Fire **[Bureau]** *Department* and shall be predicated upon the fact or facts involving an infraction of order, regulation directive coming to his attention subsequent to the commission of the infraction. The Chief of the **[Bureau]** *department* may invoke the same disciplinary steps provided for in Special Regulation 6.08, and the procedure to be followed shall be the same.

Whenever any disciplinary action other than the filing of Charges and Specifications is imposed by the Chief of the Police or Fire **[Bureau]** *Department* after a thorough investigation, a copy of his investigative report and subsequent application of a disciplinary penalty shall be forwarded in writing to the **[Department of Public Safety]** *Administrative Officer* for approval.

Special Regulation 6.17. A written record of any disciplinary action imposed on any member of the Police or Fire **[Bureau]** *Department* shall be made in the employee's next annual performance rating.

Special Regulation 6.22. Any employee who resigns after Charges and Specifications have been filed against him, or who is dismissed by action of the Trial Board shall be ineligible for reemployment or reinstatement in the Police or Fire **[Bureau]** *Department*.

Special Regulation 7.01. To be eligible for promotion to the next rank above the one the member of the Fire or Police **[Bureau]** *Department* currently holds, the employee must meet the promotional requirements prescribed from time to time by the **[Director of Public Safety]** *department chief* and the Director of Personnel.