

NOTICE OF HEARING BEFORE THE REVIEW BOARD

LEGAL AFFAIRS DIVISION
CHICAGO POLICE DEPARTMENT

REVIEW BOARD NUMBER (Unit-Year-Review No.)

NAME OF THE AFFECTED MEMBER	RANK	STAR NO.	EMPLOYEE NO.	UNIT OF ASSIGNMENT
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E05-06-01 Removal Process for D-2, D-2A, and D-3 Positions establishes procedures for removing a sworn member below the rank of sergeant from D-2, D-2A, and D-3 assignments. It is the policy of the Department to ensure that sworn members below the rank of sergeant assigned to D-2, D-2A, and D-3 assignments are adequately performing functions of their assignments.

Pursuant to the above policy, the commanding officer of _____ requested a review of your performance before the Review Board to determine whether you are adequately performing the functions of the assignment and to ensure you receive sufficient due process. The Review Board process is non-disciplinary in nature.

Accordingly, you are advised that the following allegations have been made against you:

Within seven working days of being served the notice, you have the right to request a hearing before the Review Board. If you request a hearing, your request must be made by submitting a To-From-Subject-Report to the Commander, Labor Relations Division. The hearing request must include a written response to the allegation(s) contained in this notice. If no request for hearing is received within seven working days, you will be deemed to have accepted notice and waived the right to a hearing.

I hereby acknowledge receipt of the allegations against me.

Signature: _____

Date: _____ Time: _____

Witness:

DISTRIBUTION: Original - Legal Affairs Division, Copy - Affected Member, Copy - Labor Relations Division, Copy - Member's Chief, Copy - Collective Bargaining Unit (FOP).