



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATION ORDERS

SOP 3-47

Effective: 01/15/16 Review Due: 01/15/17 Replaces: 04/29/15

### 3-47 ACCEPTANCE OF DISCIPLINARY ACTION AND RIGHT TO APPEAL

#### 3-47-1 Policy

Department policy is to provide methods whereby personnel can appeal disciplinary action taken against them.

#### 3.47.2 Rules

##### [N/A] A. Right of Appeal

All final disciplinary actions which result in any reprimand, loss of pay, loss of seniority, suspension, demotion, termination, or an allegation of arbitrary and capricious management decision may be appealed to the Chief Administrative Officer as outlined in Section 25 of the city Merit Ordinance or Section 900 of the City Personnel Rules and Regulations.

##### [N/A] B. Acceptance of Findings by Accused

Personnel will be presented with the charge sheet by the division/area commander, deputy chief, or Chief, under the Discipline SOP and Due Process Notification SOP. Personnel will either voluntarily accept or reject the penalties in writing. If personnel accept the findings of the final decision, personnel will sign the acceptance and the original charge sheet will be forwarded to the Internal Affairs Unit.

##### [N/A] C. Appeal of Findings/Penalties by Accused

If not accepted, personnel shall refer to appropriate City Merit Ordinances, Rules and Regulations, and current collective bargaining agreement for the appeal process.