



**ADDISON POLICE DEPARTMENT
NOTICE OF DISCIPLINARY ACTION**

TO: Jeff Douthit

FROM:  Digitally signed by Paul S. Spencer
Date: 2022.08.31 11:08:09 -0500
Paul Spencer, Chief of Police

DATE: 8/31/22

RE: Complaint Log No.: 22-A-012
Complaint Classification: Administrative Formal

Discipline: As a result of the findings in the Department's investigation into your conduct, your prior disciplinary history and conduct, and the information you presented in your disciplinary hearing, if applicable, it is my decision to take the following disciplinary action against you:

Written Reprimand.

Reason for Discipline: My decision is based on

The administrative investigation conducted, and the recommendations provided.

Your conduct violated the following Town and Departmental policies/procedures:

204.02 Officers shall respond without delay to all calls for police assistance from citizens or other members. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and traffic laws. Except under the most extraordinary circumstances or when otherwise directed by competent authority, no officer shall fail to answer any call for service directed to him.

402.01 No more than two (2) uniformed personnel, regardless of departmental assignments, (excluding supervisors) for a total of no more than three (3) uniformed personnel and two (2) marked vehicles (including motorcycles) will meet and/or mark out at any food establishment. This does include a trainee riding with a field training officer (FTO). The exception will be when uniformed personnel are attending departmental or Town functions such as seminars, funerals, and meetings, etc.

Prior discipline & other steps taken to improve employee's conduct and/or performance (if applicable):

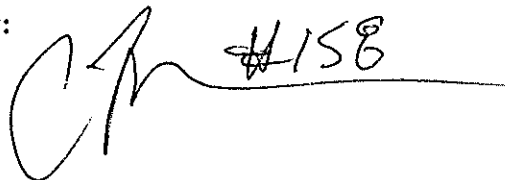
Notice to Employee (except in cases of discharge): You are on notice that any further violation of Town or Departmental policy or procedure, unacceptable conduct, and/or unacceptable job performance will likely result in additional discipline, up to and including discharge. Immediate and sustained improvement is required. Specifically, you must:

Respond to calls promptly without delay.

Disciplinary Appeals: Employees who have successfully completed their new-hire probationary period may appeal a suspension without pay, demotion, or termination to the City Manager (or designee). Written reprimands are not appealable. A written request for appeal must be made in writing to the Director of Human Resources within five days of your receipt of this Notice. Appeals are coordinated by and through Human Resources. Please refer to the Town's Grievance/Appeal Policy for further details.

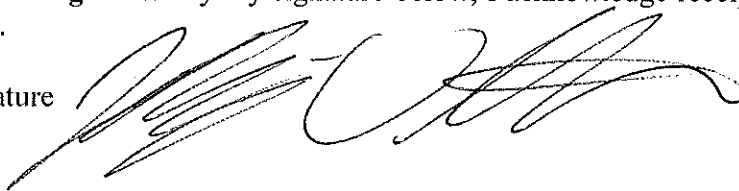
Issued to Employee By:

Supervisor's signature



Employee Acknowledgment: By my signature below, I acknowledge receipt of this Notice on the date indicated.

Employee's Signature



Copy to Employee
Copy to Departmental File
Original to Human Resources