

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

April 18, 2023

SUBJECT: SKELLY RESPONSE FORM – ACTIVATED; AND, COMPLAINT FORM, FORM 01.28.00, REMOVED FROM E-FORMS PLATFORM

PURPOSE: The purpose of this Order is to activate the Skelly Response Form. The Skelly Response Form will provide a consistent location for the Chief of Police to document the assessment of an employee's pre-disciplinary response after service of a complaint. In addition, this Order notifies personnel of the removal of the Complaint Form, Form 01.28.00, from the E-Forms platform because it is in Training Evaluation and Management System (TEAMS) II on the Local Area Network (LAN).

PROCEDURE:

- I. SKELLY RESPONSE FORM – ACTIVATED.** The Skelly Response Form has been activated for exclusive use by the Chief of Police and is located on the LAN in E-Forms.

A. Use of Form. This form is to be completed by the Chief of Police to document the assessment of an employee's pre-disciplinary response after service of a complaint.

B. Completion. Completion of this form is self-explanatory.

C. Distribution.

1 - Original, Professional Standards Bureau

1 - TOTAL

- II. COMPLAINT FORM, FORM 01.28.00, REMOVED FROM E-FORMS.** The Complaint Form, Form 01.28.00, has been removed from E-Forms on the Department's LAN and is only available within the Complaint Management System (CMS) of TEAMS II on the LAN.

FORM AVAILABILITY: The Skelly Response Form has been attached for reference and is available on the LAN in E-Forms. The Complaint Form is available only within CMS.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.


MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

OFFICE OF THE CHIEF OF POLICE
SKELLY RESPONSE

IN THE MATTER OF:

CF No.:

Employee:

Serial No.:

Skelly Received Date:

Statute Date:

REVIEW OF THE CHIEF OF POLICE

Having considered the Skelly response of the accused employee and the subsequent response of the investigating Commanding Officer, I provide the below indicated assessment:

- ☐ The response(s) does not include new information/evidence that warrants a change in the original disposition. The original disposition remains.
- ☐ The response(s) includes new information/evidence that must be taken into consideration. I, therefore, recommended the following new disposition:

Date

Chief of Police

Please provide the below information if this form was completed on behalf of the Chief of Police or by an Acting Chief of Police:

Date

Area/Bureau/Division/Section

Title

Commanding Officer (Print Name)

Serial No.

Signature