



## District Disciplinary Committee Checklist

For more in-depth information, please refer to **Policy Violation Quick Reference Guide**, Policy 3.0, and Protocol 3.0, Section 3.

- ☐ Complaint filed with District Director (or next highest-level uninvolved District officer), the Investigating Officer (IO).
- ☐ IO completed confidential investigation of charges validity within seven days.
- ☐ Level One violation: IO discussed findings with complainant and charged member.  
If resolved, no further actions needed.
- ☐ Unresolved charges or Level Two or Three violation: IO Officer appointed District Disciplinary Committee (DDC).
- ☐ DDC received relevant information and carries out further investigation if needed.
- ☐ If DDC determined charges are substantiated, DDC develops charges.
- ☐ Confidential hearing scheduled and charged member notified (allowing 15 days for response).
- ☐ Response received by charged member. (If no response received, hearing process continues).
- ☐ DDC predetermined time limits for discussion, amount of evidence, and manner of delivery.
- ☐ Any non-oral evidence received by DDC chair by 96 hours before scheduled hearing.
- ☐ Hearing attendance restricted to DDC, complainant, charged member, witnesses, and presented evidence only.
- ☐ Followed hearing agenda for order and hearing specifics.
- ☐ Once all witnesses and evidence are heard, all parties except DDC are excused.
- ☐ DDC discussed relevant information and determines if charges were substantiated by majority vote.
- ☐ If charges substantiated, DDC discussed, determined, and proposed disciplinary actions or no action (see reference materials for six possible actions).
- ☐ DDC related proposed disciplinary action to DEC.
- ☐ DEC set time to consider proposed actions, clarifies information, and votes on the proposal (simply majority vote, removal from office requires two thirds majority).
- ☐ IO notified charged member and WHQ of DEC's decision within 24 hours of decision.
- ☐ Inform charged member they may appeal to Board of Directors within 15 days of notification.