



## Abilene Police Department Operating Procedures

Subject:

*Meritorious Conduct Review Committee*

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### **Meritorious Conduct Review Committee**

Each committee will be chaired by a lieutenant as appointed by the Chief of Police.

The Meritorious Conduct Review Committee should be made up of no more than seven members and should be comprised of a lieutenant, two sergeants, one civilian and three members of the officer rank.

The chairman shall convene the committee at least once every year to review proposed award recommendations.

The committee shall review all proposed awards according to the definitions listed in the most current and approved OP and discuss whether to approve the award as written, approve but with a different award, or reject the proposed award in its entirety.

The chairman will provide, in writing, to the Chief of Police, the recommendations of the committee within five working days after the meeting is held.

The Chief of Police, or his designee, will make the final decision as to the level and approval of the recommendation.

### **Meritorious Conduct Review Board Voting**

A quorum must be present to conduct a committee meeting. For purposes of this section, a quorum for the OP and Meritorious Conduct Review Committee shall consist of the chairman or, in his absence, the vice-chairman and at least four members or appointed alternates.

Consideration of minor issues may be conducted via email from the chairman to board members to vote on minor changes.