



# JACKSONVILLE POLICE DEPARTMENT

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Gary Sipes  
Chief of Police

1412 West Main Street  
Jacksonville, AR 72076  
(501) 982-3191

August 5, 2009

Officer John Forte  
Jacksonville Police Department  
Jacksonville, AR 72076

Re: Pre-Disciplinary Hearing

Officer Forte:


Due to your extended time off from work, because of an illness, a second opinion from the city's physician is necessary before you can be placed back to work full duty. An appointment was made with Dr. Doyle in Sherwood, AR for July 14, 2009 at 0930 hours. It was also requested that you contact your physician to forward your medical files to Dr. Doyle prior to the appointment date.

The City of Jacksonville Human Resources Department was notified by Dr. Doyle and advised that you failed to make this scheduled appointment. Neither I, nor anyone else at the department has had any contact with you since this time for an explanation. According to the HR Department you do not have any time remaining to take off and you are currently in an off duty without pay status.

Your failure to appear at the scheduled appointment date with Dr. Doyle is a possible violation of police department policy and procedures 13-1, Subsection M: Insubordination

Insubordination is defined as any act of arbitrary defiance, disobedience, dissension, or resistance to authority.

A pre-disciplinary hearing has been scheduled for Thursday August 6, 2009 at 2:00 pm in the Office of the Chief of Police. You will at this time be allowed to give your side of the events concerning the above possible violation. You will be allowed to bring a witness, who will not be allowed to participate in the hearing, but will be a witness only to the proceedings.

  
Gary L. Sipes  
Chief of Police

Yes, I request a Pre-Disciplinary Hearing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

No, I wish to waive the Pre-Disciplinary Hearing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date