

Sanction Procedure

- Any alleged violations of a criminal nature (*crimes which involve physical violence or threat of physical violence or moral turpitude*) must be immediately reported to the police. The Region Commissioner must be notified, in writing of these alleged violations within twenty-four (24) hours of knowledge of the alleged violation. The Region Commissioner will immediately suspend the individual involved in a criminal case.
- **Any other** alleged violations are reported, in writing, to the Region Commissioner within twenty-four hours (24) of knowledge of the violation (*using the attached "Report of Alleged Violations" form*).
- The reporting individual then has seven business days (7) to further investigate the alleged violation and report back to the Region Commissioner in writing (*using the attached "Investigation Report of Alleged Violations"*) with final details concerning the allegation.
- The Region Commissioner contacts the Compliance Committee and the accused individual(s) and informs them of the situation within forty-eight (48) hours of the submitted Investigation Report.
- The Compliance Committee will gather and review information within fourteen (14) days of the filed Investigation Report concerning the allegation.
- A report will be submitted within twenty-four (24) hours following the Compliance Committee's investigation period to the Region Commissioner.
- The Region Commissioner will review all information, discuss the findings with the Compliance Committee and make a decision concerning the alleged violation. The possible outcome could include a sanction ranging from probation to expulsion, or case dismissal due to insufficient evidence as ruled by the Region Commissioner and/or Compliance Committee.

Appeals Process

- A sanctioned member has seven (7) business days to appeal. This is done through a written communication (facsimile, email or by US Postal Service) to the chair of the Great Lakes Ethics and Eligibility Committee. If the sanction is appealed, the sanction will be held in abeyance until the Ethics and Eligibility hearing unless the complaint is of a criminal nature.
- Within seven (7) business days of receiving the appeal, the Ethics and Eligibility Committee will schedule and conduct a hearing.
- If the Ethics and Eligibility Committee upholds the sanction, the member may appeal that decision in writing within seven (7) business days to the Great Lakes Board of Directors.
- Within fourteen (14) business days the full Board of Directors will conduct a hearing. The decision of the Board of Directors will be binding.

Alleged Violation Report

(to be completed by person FIRST informed of an alleged violation)

Date of Alleged Violation: _____ Time: _____

Location of Alleged Violation: **BE SPECIFIC** _____

Person making report: _____

Name: _____ Telephone # : _____

Email address: _____

Known information pertaining to the alleged violation: (if insufficient room, use back of this form)

Are you willing, if requested, to testify? Yes _____ No _____
(initial) (initial)

This report must be sent by facsimile or emailed **within 24 hours** of knowledge of the alleged violation to the Region Commissioner @ (708) 453-1956 or sabbinanti@comcast.net Please keep a copy of facsimile verification or email.

Was a police report made? _____ If yes, name of police department & report number _____, when & where will report be available?

In accordance with the Great Lakes Region Sanction Procedure an additional 7 business days will be given to the individual who is making this report in order to further investigate the allegations. Once your investigation has been completed, fill out and submit the Investigation Report to the Region Commissioner in order for the sanction process to continue.

Signature of person making report: _____

Printed name: _____

Date: _____ Time: _____

