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# PALM BEACH GARDENS POLICE DEPARTMENT

## INTEROFFICE MEMORANDUM

**TO:** OFC. JAMES SHACKELFORD

**FROM:** CHIEF STEPHEN J. STEPP *SS*

**DATE:** FEBRUARY 10, 2012

**SUBJECT:** IA #11-003 DETERMINATION OF DISCIPLINE

On November 7, 2011, you were involved in an accidental discharge of a firearm during firearms qualification at the MCI range. An internal affairs investigation was conducted and concluded that you did not follow proper safety clearing and disassembly procedures that resulted in injury to yourself and Sgt. Guillen. Based on the investigation and circumstances, both Assistant Chiefs Facchine and Shannon recommended a written reprimand for the incident for neglect or inattention to duty, in violation of PBGPD Rule 2.3.16.9.

On February 9, 2012 you were present for a predetermination hearing to present any information that should be taken into consideration before deciding on any form of discipline, if any. During our discussion, you again took full responsibility for the serious incident and made it clear that this accident will not happen again. I have also taken into account your continued work ethic and dedication to our city. Additionally, this appears to be an isolated incident, with no prior discipline in your admirable 22 year career. Fortunately, the injuries have healed and the incident has become a teachable moment for the entire department to learn from.

Therefore, based on the totality of the circumstances that have been taken into account, I concur with the recommendations from both Assistant Chiefs. This memo will serve as a written reprimand for violation of Department Rule 2.3.16.9, Neglect or Inattention to Duty.

SJS/amm

cc: Asst. Chief Rick Facchine  
Asst. Chief Clint Shannon  
Commander William Brandt

*[Signature]* 2/14/12

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**10/15/2012**