

11. DISCIPLINE (2021)

I. POLICY

The Department has the responsibility to identify and discipline employees whose conduct discredits the Department or impairs its operation. The rights of the employee and the public must be preserved. Any investigation or hearing arising from a complaint must be conducted fairly and openly, consistent with applicable legislation.

II. CHECKLIST (N/A)

III. DEFINITIONS

Abusive Language: Harsh, violent, profane or derogatory language that would demean the dignity of any person. (Category II).

Conduct-Related Offenses: Violation or failure to comply with any duty, obligation or requirement imposing a standard of behavior on an employee by any criminal law, civil law or regulation, provided such violation bears a demonstrable relationship to the nature of the duties and responsibilities of the employee's position and or constitutes a willful, indifferent, or grossly negligent act of omission by such employee.

Discriminatory Language: Demeaning, derogatory or abusive language, or other unbecoming conduct relating to the race, color, national origin, gender, religion, sexual orientation, or gender identity/gender expression of a person. (Category IV).

Extenuating Circumstance: Aggravating and/or mitigating factors that could decrease or increase the range of discipline prescribed by the Disciplinary Matrix.

False statement: Reporting or causing a report of false information, proved by evidence that such report is untrue, inaccurate, or incomplete and made with the intent to deceive, mislead, or evade.

Harassment: Repeated, unwanted verbal or physical annoyances, threats or demands.

Inappropriate Language: Name-calling, sarcastic remarks or other unnecessary language that serves to belittle or embarrass a citizen or otherwise inflame an employee/citizen contact. (Category I).

Insubordination: The PGPD is dependent on employees at all levels of the chain of command following orders, completing assigned tasks, and actively pursuing the goals of the Department as outlined by their immediate supervisor(s). Any refusal to carry out lawful orders as directed through the chain of command, may be viewed as insubordination. (Category IV).

Investigator: Any employee who, under authority of the Chief of Police, conducts an internal investigation and makes recommendations regarding that

Omission of Pertinent Information: A person has an ongoing obligation to provide truthful, accurate, and complete information and reporting at all times. A person who fails to provide pertinent or relevant information or reporting due to a lack of due diligence or attention to detail is in violation of this General Order.

Performance-Related Offenses: Occur when an employee's performance has become less than satisfactory regarding the execution of any duties, tasks and/or responsibilities listed in their position description.

Respondent: Any employee who is the subject of an internal investigation.

Unjustified Force: Includes the use of:

- a) **Inappropriate Force:** Inappropriate force is force of unreasonable scope, duration, or severity under the circumstances. It includes the continued use of force when resistance has ceased.
- b) **Unnecessary Force:** Unnecessary force is force which is not needed to effect an arrest or control a situation. This includes using force when no force is necessary.
- c) **Excessive Force:** Excessive force is intentional, malicious, and unjustified force resulting in injury or potential injury.

In applying the discipline matrix, an officer's conduct will be subject to discipline for the highest level of inappropriate, unnecessary, or excessive force that the facts permit.

Preponderance of the Evidence: A standard of proof, which shows that the facts or evidence to be proven is more probable than not.

IV. FORMS (N/A)

V. PROCEDURES

1. Authority of Chief of Police

The Chief of Police is authorized to initiate and administer discipline, as well as authorize subordinate supervisors to initiate, administer or recommend disciplinary action against an employee. The Chief of Police may authorize the following to take such actions:

- ❑ Civilian supervisors so authorized in writing

- ❑ Corporals formally appointed in writing as OICs of a Departmental component
- ❑ Officers in acting ranks of sergeant or above, appointed in writing as OICs of a Departmental component
- ❑ Sergeants and above Sworn members of the Internal Affairs Division (IAD) in conjunction with an internal investigation

2. Supervisory Limitations to Initiate Disciplinary Action

An investigator's primary responsibility is to conduct investigations and, when necessary, recommend disciplinary action.

Disposition of investigative and disciplinary recommendations can only be authorized by the Chief of Police, except as provided in section 5. Disciplinary Action Recommendations Guide and Matrix of this chapter.

Disciplinary recommendations shall not be presented to a respondent until authorized by the supervisor's Commander/Manager. The Commander/Manager shall contact the Manager, IAD, to ensure that the disciplinary action recommendations proposed to the Deputy Chief are commensurate with the charged offenses.

In minor cases, the Commander, IAD recommends discipline when case numbers are obtained. Prior to the initiation of major disciplinary action, the Deputy Chief or their designee shall verbally discuss the following with the Commander, IAD:

- ❑ Facts of the investigation
- ❑ Unusual circumstances
- ❑ Charge(s)
- ❑ Offense category
- ❑ Proposed disciplinary action

VOLUME I, CHAPTER 11. DISCIPLINE

The Commander, IAD, will confer with the Chief of Police to ensure discipline is consistent throughout the agency. The Commander, IAD will then notify the Deputy Chief's office to proceed with the appropriate disciplinary action. The Deputy Chief's office will document the approval process on the transmittal memorandum.

The Commander/Manager must have cleared the recommendation with the appropriate Deputy Chief before presenting it to the respondent. An exception would be recommendations made in the following cases, which must be approved by the Chief of Police before presentation to the respondent:

- ❑ Abusive language
- ❑ Harassment complaints
- ❑ Use of force

3. Limitations of Authority

Officer

Those authorized to suspend, recommend or administer discipline against officers are limited in taking such action to the following:

- ❑ AWOL
- ❑ Being convicted of a crime
- ❑ Knowingly giving false statements to supervisors or the public
- ❑ Mishandling, abuse or theft of County property
- ❑ Omission or Pertinent Information
- ❑ Unsatisfactory performance
- ❑ Violations of provisions of written directives
- ❑ Acceptance of gratuities
- ❑ Consuming alcoholic beverages or being intoxicated on the job

- ❑ Immoral or unethical conduct reflecting unfavorably on the County as an employer
- ❑ Loss of any job requirement, license or ability, which prevents the employee from satisfactorily executing job tasks or fulfilling mandated training or certification requirements
- ❑ Membership in any organization advocating overthrow of the U.S. government by force or violence.
- ❑ Refusal to be examined by a County-authorized physician when in response to a direct order

Civilian Employees & Probationary Officers

For these employees, supervisor-imposed disciplinary action is limited to a written reprimand for conduct-related violations. For performance or conduct-related violations where more than a written reprimand is contemplated, the supervisor shall send a Disciplinary Action Recommendation Letter to the Chief of Police describing the facts of the investigation and the proposed disciplinary action.

References to protections afforded by the Law Enforcement Officers' Bill of Rights (LEOBR) do not apply to probationary student officers, except for allegations of police brutality.

Student Officers

Discipline matters for probationary student officers are handled in accordance with the Prince George's County Code.

4. Summary Punishment

Summary punishment may be imposed when all of these conditions have been met:

VOLUME I, CHAPTER 11. DISCIPLINE

- ❑ Employees waive the Administrative Hearing Board and their rights under the LEOBR, and
- ❑ Employees accept punishment imposed by the highest-ranking officer of their component, and
- ❑ The facts constituting the violation are not in dispute.

5. Disciplinary Action Recommendations Guide and Matrix

The guide promotes uniformity in levying certain disciplinary actions. The disciplinary matrix which follows this General Order does not include every violation, and infractions that occur outside the guide will be determined on a case by case basis.

The following shall be approved up the chain of command, with concurrence of the Deputy Chief:

- ❑ Deviations from recommended disciplinary actions
- ❑ Proposed disciplinary action on cases for which the violation is not listed in the guide

When a violation is not listed, the Commander/Manager shall select an action based on the severity of the violation in comparison with violations that are listed in the guide.

When proposed discipline exceeds that established by the LEOBR, employees must waive their rights under the LEOBR when agreeing to accept the proposed discipline.

Any deviations outside the Disciplinary Matrix shall be documented in writing and preserved with the adjudicated case file.

A second (or greater) Category I, II, or III violation within 24 months from the time that the discipline was sustained and imposed on the officer (not the date of the infraction) can result in more severe disciplinary action.

In the case of Body Worn Camera violations the timeframe will be calculated based on 36 months from the time that the discipline was sustained and imposed on the officer.

In the case of a Preventable Departmental Accident, Failure to Appear for Court, or a Red-Light Camera Violation the 24 month timeframe will be calculated from the date of offense.

Suspensions should be served on consecutive days, and may not be satisfied by using annual or accrued leave.

Disciplinary Action Recommendations

Category I

Recommended disciplinary action range:

- ❑ Written reprimand, or
- ❑ 1-10 hours Suspension without pay

Category II

Recommended disciplinary action range:

- ❑ 10-40 hours of suspension without pay

Category III

Recommended disciplinary action range:

- ❑ Hours of suspension without pay exceeding 40 hours and/or removal from the promotional cycle
- ❑ For security-related secondary employment violations – loss of privilege to work such employment for 2-6 months

VOLUME I, CHAPTER 11. DISCIPLINE

- Reassignment

Category IV

Violations in this category should be sent to an Administrative Hearing Board unless summary punishment is accepted.

Recommended disciplinary action range:

- Termination from the Department
Reassignment
Reduction in rank and salary
Removal from promotional cycle

Violation Classifications

Disciplinary actions are classified as conduct- or performance-related offenses.

When disciplinary action is intended against employees covered by provisions of a PCEA contract, the recommended discipline shall be initiated within 90 days of:

- The occurrence of the wrongful act
Departmental knowledge of the act
The date on which the Department should have had knowledge of the act

The Chief of Police may hold disciplinary actions in abeyance to allow the employee to demonstrate conformance to standards.

6. Conduct-Related Offenses

Disciplinary action range for conduct-related offenses:

- Written reprimand
Forfeiture of annual leave
Maximum 20 days suspension without pay for a violation justifying dismissal
Should not exceed 10 working days if issued as follow-up action to a written reprimand

- Maximum fine of three percent (3%) of the employee's annual base salary for any one violation
Suspension
Dismissal
Actions held in abeyance

7. Performance-Related Offenses

Supervisors shall rely on any one of the following factors to determine if an employee's performance has degraded to a degree warranting disciplinary action:

- Employee unjustifiably fails to execute an assignment as described within his or her position description
Employee's actions, negligence, or attitude constitute a course of conduct characterized by an inability, incapability, or unwillingness to maintain a minimum standard of performance regarding the quality or quantity of any of the duties listed in his or her position description
Loss of any job requirement preventing satisfactory execution of job tasks, mandated training, or certification requirement

Disciplinary action range for performance-related offenses:

- Written reprimand
Demotion
Salary reduction by amount equal to one step rate within the applicable salary range
Dismissal
Actions held in abeyance

8. Red light Disciplinary Guidelines

The Prince George's County Police Department has established a red-light

VOLUME I, CHAPTER 11. DISCIPLINE

disciplinary guideline. These guidelines are designed to promote safe driving and to protect our officers (both sworn and civilian) and the citizens of this county. Although the Department does not place a speed restriction on employees when they are responding priority, it is vital that they arrive safely at the scene of an incident in order to render assistance. As a result, employees (both sworn and civilian) shall exercise due care and operate their vehicles in a reasonable manner.

Employees who are determined to be unjustified in their action of failing to stop for a red traffic signal at a controlled intersection will be divided into two categories. Category A, the employee is unjustified, and the employee enters the controlled intersection at a speed of 25 mph or less. Category B, the employee is unjustified, and the employee enters the controlled intersection at a speed greater than 25 mph.

Employees Responding Priority

Employees (both sworn and civilian) responding priority shall not proceed through any intersection or against the direction of traffic signals or traffic control devices without first slowing or stopping. Employees shall ensure that they do not drive with reckless disregard for the safety of other road users. Employees shall ensure that they are in a clear position to see that no other vehicles or pedestrians will be encountered. Employees shall not enter any controlled intersection at a high rate of speed. An employee entering a controlled intersection at 30 mph or greater will be in violation even when the employee is justified to proceed through the red light. Pursuits and Signal 13s will be reviewed on an individual basis.

The discipline (*See below chart.*) for these violations may include:

- ❑ Paying the civil fine
- ❑ Departmental fines
- ❑ Removal from the personal car program.

9. Evaluating Discipline Severity

The following factors shall be considered in making disciplinary recommendations:

- ❑ Severity of the disciplinary action compared to the nature of the acts constituting the grounds for disciplinary action
- ❑ Extenuating circumstances that may lessen or increase the severity of the proposed disciplinary action
- ❑ Uniformity of the proposed disciplinary action in relation to disciplinary actions given other employees under similar circumstances
- ❑ Employee's prior history/record of conduct or performance, including prior disciplinary infractions.

When an employee's performance is marginal, their record may be considered in the determination of performance-related disciplinary action

Disciplinary Review Committee (DRC)

The DRC is composed of three command officers (appointed by the Chief of Police), and two FOP members (appointed by the President, FOP). Quorum is two command officers and one FOP member.

Appointments are for one year. The Chief of Police appoints the chairman.

DRC Duties

The DRC shall conduct an annual review of the Disciplinary Action Recommendation Guide. It shall submit a report containing the findings of such review, including recommendations for revisions to the guide,

to the Chief of Police no later than February 1 each year.

The DRC shall conduct a quarterly review of all recommended disciplinary actions to ensure established guidelines are being followed.

Requesting Review by Committee

The employee requesting a DRC review must waive the 30-day review by the Chief of Police, if applicable.

They must make written application within 10 days of receipt of notification of proposed disciplinary action.

Disciplinary Action Review

The Disciplinary Review Committee shall schedule a meeting within five working days after receipt of a review request. It shall examine the materials transmitted by the Commander/Manager proposing the disciplinary action to ensure the proposed disciplinary action falls within prescribed disciplinary guidelines. If so, the DRC shall notify the requester, in writing, within five working days of its meeting.

If the proposed disciplinary action exceeds prescribed disciplinary action mandated by the Disciplinary Matrix, the Chief of Police shall have previously justified the action in writing. The Chief of Police shall provide any relevant written justification(s) for disciplinary action taken outside the parameters of the Disciplinary Matrix to the Disciplinary Review Committee prior to their review of the Disciplinary Action Recommendation Guide. The Chief shall review any other recommendations of the hearing board and Commander/Manager and issue a final order. That order is then applicable in accordance with the LEOBR.

A respondent may request a review of any Disciplinary Review Committee recommendation to the Chief of Police.

10. External Appeal of Adverse Disciplinary Action

Officer: Permanent Status

All disciplinary actions or adverse actions are appealable in accordance with the LEOBR and/or other applicable law.

Officer: Probationary Status

Probationary officers may only appeal disciplinary or adverse actions alleged to be illegal or taken without the officer having received a statement or notice of the charges. Exception: Adverse actions resulting from allegations of use of force are appealable in accordance with the LEOBR.

Civilian Employees: Permanent Status

Permanent civilians who are members of the PCEA may appeal a disciplinary or adverse action in accordance with the grievance procedures stipulated in the PCEA contract. Permanent civilians who are not PCEA members may appeal disciplinary actions or adverse actions in accordance with Personnel Law.

Civilian Employees: Probationary Status

Probationary civilian employees may only appeal disciplinary or adverse actions alleged to be illegal or taken without the employee having received a statement or notice of the charges.

Appeal of the AHB Decision

VOLUME I, CHAPTER 11. DISCIPLINE

***See:* VOLUME I, CHAPTER 2
ADMINISTRATIVE HEARING
BOARDS.**

11. Duty Status

For information regarding duty status (I.E. Administrative Leave, Suspension of employees, Discretionary Suspension, Mandatory Suspension, Suspension Procedures, Suspension Hearings and Restoration to Duty, ***See:* VOLUME I, CHAPTER 23. LEAVE & DUTY STATUS.**

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- ❑ Commission on Accreditation for Law Enforcement Agencies, Standards 26.1.1, 26.1.4, 26.1.5, 26.1.6,

Governing Legislation:

- ❑ Maryland Code, Title 3, Sub-Title 1
Prince George's County Code, Subtitle 16, Division 13

Reference:

- ❑ Law Enforcement Officers' Bill of Rights (LEOBR)
- ❑ Negotiated Labor Contracts

- ❑ Internal Affairs Division, Internal Investigations Guide

VOLUME I, CHAPTER 11. DISCIPLINE

**PRINCE GEORGE'S COUNTY POLICE DEPARTMENT
DISCIPLINARY MATRIX****

PROTOCOL	CATEGORY			
	I	II	III	IV
<i>Unbecoming Conduct</i>				X
<i>Loyalty</i>				X
<i>Integrity</i>				X
<i>Associations, except as necessary to perform official duties or where unavoidable due to familial relationship</i>				X
<i>Attention to Duty</i>		X		
<i>Dedication to Duty</i>				X
<i>Courtesy</i>	X			
<i>Refusal to Work</i>				X
<i>Visiting Prohibited Establishments, except in the performance of official duties</i>		X		
<i>Insubordination</i>				X
<i>Endorsements</i>	X			
LANGUAGE VIOLATIONS	I	II	III	IV
<i>Inappropriate Language</i>	X			
<i>Abusive Language</i>		X		
<i>Discriminatory Language</i>				X
PRISONER RELATED VIOLATIONS	I	II	III	IV
<i>Failure to properly secure prisoner with a seatbelt, and or handcuffs</i>	X			
<i>Failure to properly search prisoner</i>	X			
<i>Failure to make required notifications</i>	X			
<i>Failure to properly search or secure prisoner resulting in escape or discovery of a weapon or contraband</i>			X	
<i>Failure to maintain prisoner check log</i>	X			
<i>Failure to provide medical treatment to a prisoner/detainee</i>		X		
<i>Improper prisoner/detainee release</i>		X		
<i>Failure to maintain custody of prisoner/detainee property</i>		X		
<i>Improper/Unauthorized search including strip or cavity search</i>		X		

VOLUME I, CHAPTER 11. DISCIPLINE

FALSE STATEMENT VIOLATIONS				
	I	II	III	IV
<i>False Statement</i>				X
<i>Omission of Pertinent Information</i>			X	
FIREARMS AND WEAPONS VIOLATIONS (TO INCLUDE LESS LETHAL WEAPONS)				
	I	II	III	IV
<i>Unattended or careless handling of firearms</i>		X		
<i>Careless handling of firearms resulting in injury</i>				X
<i>Unreported discharges of firearms</i>				X
<i>Careless handling of less-lethal weapon (including K-9) resulting in injury</i>		X		
<i>Deliberate discharge of firearm-Endangers Life (On/Off Duty)</i>				X
<i>Deliberate discharge of firearm-No Endangerment (On/Off Duty)</i>			X	
<i>Carrying an unauthorized firearm (On/Off Duty)</i>		X		
<i>Carrying a firearm in violation of Federal, State, Local Laws or Departmental Regulations</i>		X		
<i>Failure to secure firearm On/Off Duty</i>		X		
<i>Carrying a firearm while intoxicated</i>		X		
<i>Reckless use of Departmental Less Lethal Weapons and/or equipment</i>			X	
USE OF FORCE VIOLATIONS				
	I	II	III	IV
<i>Use of Inappropriate Force</i>		X		
<i>Use of Unnecessary Force</i>			X	
<i>Use of Excessive Force</i>				X
<i>Failure to report use of force</i>			X	
<i>Failure to document use of force</i>		X		
<i>Inappropriate use of Deadly force</i>				X
<i>Failure of Supervisor to comply with General Orders Chapter 58 re: use of force</i>			X	
HARASSMENT/DISCRIMINATION AND RETALIATION				
	I	II	III	IV
<i>Sexual Harassment and/or Discrimination</i>				X
<i>Racial Harassment and/or Discrimination</i>				X
<i>Religious/Ethnic Harassment and/or Discrimination</i>				X
<i>Sexual Orientation Harassment and/or Discrimination</i>				X
<i>Bias-Based Profiling, Harassment and/or Discrimination</i>				X
<i>Retaliation</i>				X

VOLUME I, CHAPTER 11. DISCIPLINE

<i>All Other Harassment and/or Discrimination</i>				X
MOBILE VIDEO SYSTEM VIOLATIONS				
	I	II	III	IV
<i>Failure to audibly and visually record</i>		X		
<i>Failure to audibly record</i>	X			
<i>Failure to submit a malfunction report</i>	X			
<i>Intentional obscuring or deactivation of recording</i>				X
SOCIAL MEDIA VIOLATIONS				
	I	II	III	IV
<i>Create, Share, Comment or Support materials that misrepresents the views of the Police Department</i>	X			
<i>Create, Share, Comment or Support materials that are deemed reckless or inappropriate by Departmental standards</i>		X		
<i>Create, Share, Comment or Support any Discriminatory materials (such as statements and/or photos)</i>				X
<i>Create, Share, Comment or Support any Inappropriate materials (such as statements and/or photos)</i>			X	
<i>Create, Share, Comment or Support any Lewd or Sexually Explicit materials (such as statements and/or photos)</i>			X	
<i>Revealing the identity of another employee</i>		X		
<i>Create, Share, Comment or Support materials that prejudice an ongoing investigation, court case or legal proceeding</i>			X	
<i>Create, Share, Comment or Support posts that depict contraband, weapons, prisoner(s) or criminal activity</i>		X		
<i>Create, Share, Comment or Support materials that violate the Ethics and/or Unbecoming Conduct policy</i>				X
<i>Create, Share, Comment or Support materials that depict violence (such as statements and/or photos)</i>				X
DEPARTMENTAL EQUIPMENT				
	I	II	III	IV
<i>Lost and/or Damaged Departmental equipment</i>	X			
<i>Unauthorized use of Departmental equipment</i>			X	
<i>Failure to properly control and/or maintain Departmental equipment</i>		X		
<i>Use and/or Display of Unauthorized equipment</i>	X			
SECONDARY EMPLOYMENT VIOLATIONS				
	I	II	III	IV
<i>Receiving compensation from two or more employers without written permission</i>				X
<i>Failure to notify Public Safety Communications</i>	X			
<i>Working excessive hours of secondary employment</i>			X	
<i>Working secondary employment while on restricted duty</i>				X

VOLUME I, CHAPTER 11. DISCIPLINE

<i>Working secondary employment within 24 hours of using sick leave</i>			X	
<i>Working secondary employment while serving or dispensing alcoholic beverages in any manner</i>			X	
<i>Working secondary employment on behalf of a private detective, attorney, insurance agency, bail bond agency or any form of private investigation duties</i>			X	
<i>Working secondary employment for any party in a labor management dispute</i>			X	
<i>Working secondary employment as a commissioned officer in another political jurisdiction</i>				X
<i>Receiving Departmental compensation for arrests from secondary employment</i>			X	
<i>Inappropriately dressed while working secondary employment</i>	X			
<i>Working secondary employment at an unauthorized location</i>			X	
PROCEDURAL VIOLATIONS				
	I	II	III	IV
<i>Failure to schedule or appear at a felony screening</i>	X			
<i>Failure to maintain Uniform and/or Grooming standards</i>	X			
<i>Violating minor traffic laws</i>	X			
<i>Mishandle or improper preparation of a criminal or traffic case</i>	X			
<i>Failure to properly acknowledge receipt of a call for service</i>	X			
<i>Careless operation of a Departmental vehicle</i>	X			
<i>Failure to properly maintain Departmental vehicle</i>	X			
<i>Illegal parking of a Departmental vehicle</i>	X			
<i>Failure to submit required reports (not including UOF reports)</i>	X			
<i>Improper or Unauthorized priority response</i>	X			
<i>Unauthorized ride-along</i>	X			
<i>Sick leave abuse</i>	X			
<i>Violation of telephone procedures</i>	X			
<i>Failure to respond or properly clear a call for service</i>	X			
<i>Flagrant traffic violation(s) while operating a Departmental vehicle</i>	X			
<i>Leaving sector without supervisory approval</i>	X			
<i>A.W.O.L.</i>		X		
<i>Use of intoxicants while on duty</i>			X	
<i>Unauthorized use of a Departmental vehicle</i>		X		
<i>Operating a motor vehicle (to include Departmental vehicle) while revoked and/or suspended</i>			X	
<i>Unauthorized Hot Pursuit</i>			X	
<i>Loss of a job requirement</i>				X

VOLUME I, CHAPTER 11. DISCIPLINE

<i>Failure to conduct a preliminary or follow-up investigation</i>	X			
<i>Improper procedures for an interview or interrogation</i>	X			
<i>Improper searches and seizures</i>		X		
<i>Failure to perform assigned administrative duties</i>	X			
<i>Failure to take appropriate supervisory action</i>		X		
<i>Failure to respond and/or provide appropriate incident scene supervision</i>		X		
<i>Failure to make required notifications</i>	X			
<i>Improper and/or Unauthorized dissemination of investigative information and/or videos</i>				X
<i>Improper and/Unauthorized dissemination of Departmental information and/or videos</i>				X
<i>Any minor procedural violation not noted in this matrix, but covered in Section 5 of any General Order Chapter</i>	X			
CRIMINAL MISCONDUCT VIOLATIONS				
	I	II	III	IV
<i>All criminal convictions</i>				X
<i>All arrestable traffic violations</i>				X
<i>All criminal citations (summons in lieu)</i>				X
<i>All other non-arrestable criminal violations</i>				X

**The purpose of the Disciplinary Matrix is to provide guidance to members of the Internal Affairs Division and the Chief of Police when recommending or imposing discipline, but they are not bound to impose the specific discipline that each offense calls for. Nor does the adoption of the Disciplinary Matrix in any way limit or abridge the discretion of the Chief of Police to impose discipline upon members of the Police Department, in accordance with the authority vested in him or her under applicable state and local laws.

BODY WORN CAMERA DISCIPLINE MATRIX

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Failure to Record (Self Reported) Within 36 months	Written Reprimand	20 Hour Suspension W/O Pay	40 Hour Suspension W/O Pay	Termination
Failure to Record (No Self Reported)	10 Hour Suspension Suspension W/O Pay	20 Hour Suspension Suspension W/O Pay	40 Hour Suspension Suspension W/O Pay	Termination
Intentional/ Deliberate Failure to Record	Termination	-	-	-

VOLUME I, CHAPTER 11. DISCIPLINE

Intentional/ Deliberate Obstruction of BWC	Termination	-	-	-

PREVENTABLE DEPARTMENTAL ACCIDENT

1 st Accident	Written Reprimand
2 nd Accident	\$100 Fine
3 rd Accident	\$250 Fine
4 th Accident	\$400 Fine
5 th Accident	20 hours Suspension Without Pay
6 th Accident	40 hours Suspension Without Pay
7 th Accident	60 hours Suspension Without Pay
8 th Accident	80 hours Suspension Without Pay
Remedial diver training is also required within 12 months of all Preventable Departmental Accidents.	

FAILURE TO APPEAR FOR COURT DISCIPLINE MATRIX

1 st Failure to Appear for Court	Written Reprimand
2 nd Failure to Appear for Court	\$100 Fine
3 rd Failure to Appear for Court	\$250 Fine
4 th Failure to Appear for Court	\$400 Fine
5 th Failure to Appear for Court	\$500 Fine
6 th Failure to Appear for Court	\$600 Fine
7 th Failure to Appear for Court	10 hours Suspension Without Pay
8 th Failure to Appear for Court	20 hours Suspension Without Pay

VOLUME I, CHAPTER 11. DISCIPLINE

9 th Failure to Appear for Court	Termination
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RED LIGHT DISCIPLINARY GUIDELINES

Category A - Unjustified response to a Call for Service and Off-duty violations. Violator enters the intersection at 25 mph or below.

1st Offense	Pay the civil fine	
2nd Offense within a 90 day period	Pay the civil fine	Removal from the personal car program for 15 days
3rd Offense within a 90 day period	Pay the civil fine	Removal from the personal car program for 30 days
4th Offense within a 90 day period	Pay the civil fine	Removal from the personal car program for 60 days

Category B - Unjustified response to a Call for Service and Off-duty violations. Violator enters the intersection over 25 mph.

1st Offense	Pay the civil fine	Written reprimand	Removal from the personal car program for 15 days
2nd Offense within a 90 day period	Pay the civil fine	Departmental fine of \$50.00	Removal from the personal car program for 30 days
3rd Offense within a 90 day period	Pay the civil fine	Departmental fine of \$100.00	Removal from the personal car program for 60 days
4th Offense within a 90 day period	Pay the civil fine	Departmental fine of \$150.00	Removal from the personal car program for 120 days

Category C - Justified response to a Call for Service (Pursuits and Sig. 13s will be viewed on a case-by-case basis). Violator enters the intersection at a speed of 30 mph or greater.

1st Offense days	Written reprimand	Removal from the personal car program for 15
2nd Offense within a 90 day period days	Departmental fine \$50.00	Removal from the personal car program for 30
3rd Offense within a 90 day period days	Departmental fine \$100.00	Removal from the personal car program for 60
4th Offense within a 90 day period days	Departmental fine \$150.00	Removal from the personal car program for 120

The affected Bureau Chief will review any case with extenuating circumstances and decide if the response was justified or not.