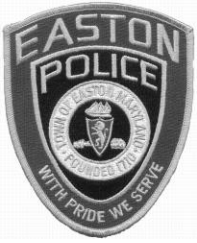


**EASTON POLICE DEPARTMENT  
ADMINISTRATIVE ORDER  
CHAPTER 5: COUNSELING AND DISCIPLINE**

	Title: <b>Reprimand and Disciplinary Action Report</b>		Number: <b>05-10</b>
	Effective: <b>December 29, 2011</b>	Revised: Oct. 1, 2016	General Order <b>#16-008</b>
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends	Notes: Replaces Administrative Manual Chapter 5-10 (12-11)	
Authority: _____ <div style="text-align: center;">Chief of Police</div>			Total Pages: <b>2</b>

**5-10.0 PURPOSE**

The purpose of this General Order is to establish guidelines for the appropriate charging documents for members accused of violations of the Department's Rules, Regulations, Policies or Procedures.

**5-10.1 DEFINITIONS/ABBREVIATIONS**

ADP	Alternative Disciplinary Procedure
LEOBR	Law Enforcement Officers Bill of Rights

**5-10.2 FORMS**

Form 30	Reprimand and Disciplinary Action Report
Form 47	Confidential Memorandum
Form 175	Chain of Command Review

**5-10.3 FORM 30 PROCEDURES**

1. Form 30 is prepared by the Deputy Chief upon completion of an investigation where allegations against a member have been sustained or when ADP is offered to a member.
2. Form 30 may also be reviewed by the Town's legal representative for appropriate charges.
3. Member's supervisor will:
  - a. Complete the Disciplinary Assessment Criteria using the format described in Administrative Order 5-14.4 on a Form 47.
  - b. Make a recommendation for disciplinary action, and in narrative form, justify the recommendation being made.
  - c. Forward the completed Disciplinary Assessment Criteria to the accused member's Division Commander.
4. Division Commander:
  - a. Will review the Disciplinary Assessment Criteria for completion.

- b. May agree or disagree with the recommendation of punishment provided by the supervisor, and may increase or decrease the recommendation for punishment, justifying the same in writing on the Form 175, Chain of Command Review.
  - c. Will forward the completed Disciplinary Assessment Criteria and Chain of Command Review to the Deputy Chief.
5. Deputy Chief:
- a. Will discuss the disciplinary recommendations with the Chief of Police.
  - b. Meets with and informs the accused member of the recommended disciplinary action and rights afforded through the LEOBR, if applicable.
  - c. If the accused member accepts the recommended punishment:
    - 1) Have the accused sign the Form 30 in section VI and section VII indicating acceptance of the approved disciplinary action
    - 2) Signs Part VII of the Form 30, witnessing the acceptance of disciplinary action
    - 3) Forwards the file to the Chief of Police for final review.
  - d. If the accused member declines to accept the recommended punishment:
    - 1) Have the accused sign the Form 30 in section VI and section VIII indicating non-acceptance of the approved disciplinary action and check the appropriate box indicating whether the facts are, or are not, in dispute.
    - 2) Signs Part VII and Part VIII of the Form 30, witnessing the members non-acceptance of the disciplinary action.
    - 3) Provides copies of the Form 30 to the accused member.
    - 4) Begins the process of preparing for a hearing board.
6. Accused Members:
- a. Review the Form 30 and any attachments that are to be placed in his/her personnel file.
  - b. Decide whether or not to accept the approved disciplinary action.
  - c. Accepting disciplinary action:
    - 1) Signs Part VI and VII of the Form 30, indicating he/she has read the form and accept the recommended action.
    - 2) Check the applicable statement to indicate if he/she plans to submit written comments for inclusion to the file.
  - d. Not accepting disciplinary action:
    - 1) Sign part VI and VIII of the Form 30, indicating non-acceptance of the recommended disciplinary action and initiating a request for a disciplinary hearing.
    - 2) Provides the Deputy Chief with the name of the attorney representing him/her, along with the names of any and all witnesses to be summonsed, within 10 days of signing the Form 30.
7. Completion of Disciplinary Action:
- a. The Deputy Chief completes Part IX of the Form 30, indicating the completion of the disciplinary action accepted by the accused member or that recommended by an Administrative Hearing Board.
  - b. Forwards the Form 30 series to the Chief of Police for review and final approval.
  - c. The Deputy Chief distributes the Form 30 series as indicated on the Form 30, along with the Administrative Hearing Board report and Chief's review, if applicable, after the Chief's approval.