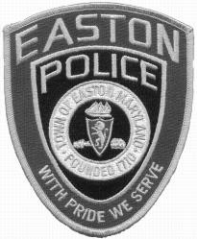


**EASTON POLICE DEPARTMENT
ADMINISTRATIVE ORDER
CHAPTER 5: COUNSELING AND DISCIPLINE**

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

5-11.0 PURPOSE

The purpose of this General Order is to establish guidelines for the use of the Alternative Disciplinary Process for minor violations of the Department’s Rules, Regulations, Policies or Procedures.

5-11.1 DEFINITIONS/ABBREVIATIONS

ADP Alternative Disciplinary Procedure

5-11.2 FORMS

Form 24 Complaint Against Personnel
 Form 30 Reprimand and Disciplinary Action Report
 Form 47 Confidential Memorandum

5-11.3 POLICY

1. The Alternative Disciplinary Procedure provides an option to a member for minor violations, when the facts are not in dispute and the member accepts the recommended disciplinary action.
2. Alleged violations must be serious enough to compel formal disciplinary action although minor in nature.
3. A formal administrative investigation is not conducted.
4. The commander of a member accused of a violation and the Deputy Chief must agree ADP is appropriate.
5. A member accused of a violation must agree with the recommended penalty.
6. Departmental collisions and damage or loss of departmental equipment shall not be processed under the provisions of ADP as these incidents require a departmental investigation. These issues may however be processed in accordance with summary punishment or referral to a hearing board.

5-11.4 PROCEDURES

1. Upon receipt of a complaint, which may be resolved through the ADP, the member's commander will contact the Deputy Chief to discuss the:
 - a. Merits of the case.
 - b. Feasibility of offering ADP.
 - c. Recommended discipline.
2. When an agreement is reached regarding the use of ADP and the recommended discipline, the member's commander will:
 - a. Forward the Form 24, Complaint Against Personnel, to the Deputy Chief noting the agreed upon disciplinary recommendation on a Form 47, Confidential Memorandum.
 - b. Arrange a meeting with the member to discuss the allegation and the recommended discipline.
3. The member's commander will ensure the employee understands and/or complies with the following:
 - a. Statements made by the member in the meeting with the commander may not be used in any disciplinary investigation or proceedings against the member.
 - b. Acceptance of the recommended discipline only applies under ADP.
 - c. Additional investigations and disciplinary actions may result if other allegations or information comes to light.
 - d. The procedure will not excuse the employee from being interviewed at a later time to supply information pertaining to other members or additional allegations.
 - e. If the accused member accepts the recommended discipline, the commander shall:
 - 1) Complete the Form 30, Acceptance of Disciplinary Action Report, in accordance with Administrative Order 5-10.
 - 2) Note on the Form 30 the sections for which the accused is being charged, and any support sections.
 - 3) Have the accused sign the Form 30 in section VI and section VII indicating acceptance of the approved disciplinary action.
 - 4) The Form 30 will be returned to the Deputy Chief for processing.
 - f. If the accused member does not accept the recommended discipline:
 - 1) The member will be ordered, in writing, not to discuss the case with anyone other than his counsel, commander or the investigator.
 - 2) The Deputy Chief will be notified of the refusal to accept ADP.
 - 3) The alleged violation will be investigated.

5-11.5 PENALTIES

Penalties under ADP will be consistent with the disciplinary matrix guidelines.