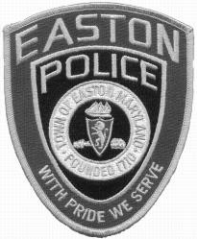


**EASTON POLICE DEPARTMENT  
ADMINISTRATIVE ORDER  
CHAPTER 5: COUNSELING AND DISCIPLINE**

	Title: <b>Summary Punishment</b>		Number: <b>05-12</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 5-12 (12-11)	
Authority: _____ <div style="text-align: center;">Chief of Police</div>			Total Pages: <b>2</b>

**5-12.0 PURPOSE**

The purpose of this General Order is to establish guidelines for use of Summary Punishment for members accused of violations of the Department’s Rules, Regulations, Policies or Procedures.

**5-12.1 DEFINITIONS/ABBREVIATIONS**

LEOBR                                      Law Enforcement Officer’s Bill of Rights

**5-12.2 FORMS**

Form 30                                      Reprimand and Disciplinary Action Report

**5-12.3 POLICY**

1. Summary punishment is a disciplinary option available to commanders for use when:
  - a. A member’s violation of the Department’s Rules, Regulations, Policies or Procedures is determined to be minor in nature, and
  - b. The facts which constitute the minor violations are not disputed by the involved member.
  - c. The officer waives his right to a formal hearing provided for in LEOBR.
  - d. The officer accepts the punishment offered by his commander.
  - e. The proposed punishment does not exceed three days suspension without pay or a fine of \$150.00.

**5-12.4 COMMANDERS**

1. Will review completed investigations and may offer summary punishment when:
  - a. The offense is a minor violation of department rules and/or regulations, and
  - b. The facts which constitute the minor violations are not disputed by the involved member.
2. Will refer to the Disciplinary Matrix when assigning punishment.
3. Will meet with the member to determine whether the facts of the case are in dispute.

4. If the facts of the case are NOT in dispute, summary punishment may be offered, and the commander will:
  - a. Meet with and inform the accused member of the recommended disciplinary action and rights afforded through the LEOBR, if applicable.
  - b. Serve the Form 30, Reprimand and Disciplinary Action Report, on the member and have the accused sign the Form 30 in section VI and section VII indicating acceptance of the approved disciplinary action. The member will be allowed up to ten (10) working days to accept the recommended disciplinary action.
  - c. Sign Part VII of the Form 30, witnessing the acceptance of disciplinary action.
  - d. Provide a copy of the Form 30 to the accused member.
  - e. Return the Form 30 to the Deputy Chief for processing.
5. If the facts of the case are in dispute, then summary punishment shall not be offered and the case will be processed in accordance with the procedure for hearing boards.