

BERLIN POLICE DEPARTMENT
Berlin, Maryland

SUBJECT: DISCIPLINARY PROCESS - DEPARTMENTAL CHARGES		NO: 500 D-4
APPROVED/EFFECTIVE DATE January 9, 1995	AMENDS	RESCINDS G.O. 47-86
DISTRIBUTION/DATE A	REFERENCES Maryland Public Safety Article Title 3, Section 3-101 through 3-111	

.10 Summary Punishment

- A. Summary punishment may be imposed for minor violations of departmental rules and regulations when:
1. The facts which constitute the minor violations are not in dispute; and
 2. The accused member waives the right to a hearing board; and
 3. The accused member agrees to the punishment approved by the Chief of Police.
- B. Summary punishment may not exceed three days suspension without pay or a fine of \$150.00, per Title 3, Section 3-111 (b) (2).
- C. Should the member elect to accept summary punishment, the member shall sign his acceptance or rejection of Administrative Action in Lieu of Departmental Charges Form. This form shall be delivered to the member's supervisor who shall impose the summary punishment.
- D. Should the member reject the offer of summary punishment, the Chief of Police shall appoint a one-man trial board to hear the case. In such instances, procedures for Departmental Charges shall be followed.

.20 Departmental Charges

- A. Departmental charges may be lodged against a member for any violation of the department's rules, regulations, and procedures, or for any conduct detrimental to the good order, efficiency, or discipline of the department. Departmental charges may also be lodged against a member for any violation of federal, state or local laws.

- B. If the Chief of Police concurs, departmental charges shall be prepared citing the infractions of the Rules and Regulations, and specify the manner each in which each rule was violated. The member shall be provided written notice of these charges, the names of all witnesses, and a copy of the investigative file not less than ten days prior to any hearing.