


# Rockville City Police Department

## GENERAL ORDER



<b>Subject</b> <b>DISCIPLINARY PROCEDURES</b>		<b>Procedure</b> <b>G.O. # 2 - 5</b>
<b>Authorizing Signature</b> 	<b>Effective: 08-27-2012</b> <b>Revised: 11-16-2020</b> <b>Revised: 02-05-2021</b> <b>Revised: 12-03-2025</b>	<b>Total Pages</b> <b>4</b>

### **I. POLICY**

All personnel are expected to comply with the Department's rules, General Orders, special orders, standard operating procedures, and all other applicable City policies. Compliance will be enforced through the Maryland Police Training & Standards Commission Statewide Police Disciplinary Matrix, which is applied impartially and consistently. Supervisors are responsible for ensuring that personnel under their command comply with all lawful orders, policies, procedures, rules, and regulations, setting a positive example whenever possible. Formal disciplinary actions will be applied fairly and consistently, and all personnel have the right to due process, including notification of charges, the opportunity to respond, and the right to appeal decisions. For additional guidance regarding offenses and penalties, personnel should refer to General Order 2-5a, Disciplinary Matrix.

### **II. PURPOSE**

The purpose of this General Order is to establish a fair, consistent, and transparent disciplinary system to:

1. Protect the integrity of the Department and its personnel.
2. Provide procedures for addressing violations of departmental rules, General Orders, special orders, and standard operating procedures.
3. Inform personnel of their rights during the disciplinary process, including the appeal process.
4. Promote good morale, professionalism, and training as key components of effective discipline.

This directive ensures that discipline is applied consistently while allowing for corrective measures such as counseling or remedial training when appropriate.

### **III. DEFINITIONS**

#### **A. Counseling**

Non-disciplinary corrective action intended to improve performance. Documentation may be maintained but is not typically part of the permanent personnel file.

B. Dismissal

Permanent removal from employment.

C. Personnel

Within the context of this order, the term “personnel” or “employee” refers to all employees of the Rockville City Police Department, unless a more direct distinction is made.

**IV. PROCEDURE**

A. Grievances

1. Grievances for sworn personnel shall be handled in accordance with General Order 2-7, *Grievances*.
2. Grievances for civilian personnel shall be handled in accordance with the City of Rockville Personnel Policies and Procedures Manual, Sections 160-00 and 160-10.

B. Remedial Training

1. Certain infractions may not warrant formal discipline but may require retraining or counseling to improve employee performance. Such measures are intended to be constructive and positive.
2. Training may be used in conjunction with other forms of discipline.
3. Supervisors should recognize situations where additional training is a more appropriate corrective measure than initiating formal disciplinary action.

C. Remedial Action Form

1. The Remedial Action Form (RAF) allows supervisors or the Office of Professional Responsibility (OPR) to document counseling and corrective action for minor rule, policy, or procedure infractions.
2. Examples of when an RAF may be used include, but are not limited to, the following:
  - a. Employee tardiness.
  - b. Disruptive comments or behavior in roll call.
  - c. Failure to make timely radio responses.
  - d. Missing or being late for a detail.

- e. Improper parking or speeding in police vehicles.
  - f. Other minor infractions that should be immediately pointed out and corrected.
3. The form should be completed in an original and one copy. The original should be retained by the supervisor as part of their supervisory files for one year and then destroyed. One copy will be provided to the involved employee. The employee must be given an opportunity to review and make written comments concerning the incident and sign the form.

D. Punitive Action

- 1. Only the Chief of Police, or designee, has the authority to impose discipline or suspend an officer from duty, with or without pay.
- 2. The Department will accept and investigate all complaints of alleged misconduct to determine whether the allegation can be substantiated and to impose appropriate corrective or disciplinary action when warranted.
- 3. A formal investigation will be conducted in all cases involving complaints of misconduct made by a member of the public.
- 4. The rights of both the involved officer and the complainant shall be protected throughout all stages of the review and investigation process.
- 5. All members are expected to fulfill their duties and responsibilities consistent with their rank during any investigation of misconduct.
- 6. Members must cooperate fully and truthfully with any authorized internal investigation.
- 7. Command and supervisory personnel shall initiate or report investigations when a violation is alleged, observed, or otherwise brought to their attention. Alleged violations outside their authority shall be promptly referred through the chain of command.
- 8. Untruthfulness is considered a serious offense. Any employee found to have been untruthful during an investigation or in the performance of official duties may be subject to dismissal.

E. Dismissal

- 1. If The Department treats dismissal of employees as a serious matter. Before taking such action, the Chief of Police will review all facts and circumstances. If dismissal is warranted, the officer or employee will be informed of the reason for the dismissal, the effective date, and the status of fringe and retirement benefits.

2. A sworn officer shall be terminated if convicted of a felony. The Chief of Police may also terminate an officer for other serious legal outcomes, including probation before judgment for a felony or conviction of a misdemeanor committed in the performance of duties, second-degree assault, or a misdemeanor involving dishonesty.
3. In accordance with the Maryland Police Accountability Act of 2021 and Maryland Code, Public Safety § 3-107, if an investigation or interrogation results in a recommendation for demotion, dismissal, transfer, loss of pay, reassignment, or other punitive action, the officer is entitled to a hearing before a hearing board prior to the law enforcement agency taking the action.
4. All disciplinary actions, including dismissals, will be documented in the employee's personnel file. Unless otherwise approved by the Chief of Police, such notifications will remain in the personnel file indefinitely.

**V. APPEAL PROCESS**

- A. Civilian employees may file an appeal in accordance with the City of Rockville's grievance procedures.
- B. Sworn police personnel retain the right to appeal disciplinary decisions in accordance with the Maryland Police Accountability Act of 2021.

**VI. MAINTENANCE OF RECORDS**

- A. All records of a disciplinary nature, including any internal investigation, shall be securely maintained by the Office of the Chief of Police and the Office of Professional Responsibility.
- B. Information pertaining to disciplinary matters or internal investigations shall not be released without the express authorization of the Chief of Police.