


Rockville City Police Department

GENERAL ORDER



Subject DISCIPLINARY MATRIX		Procedure G.O.# 2-5a
Authorizing Signature 	Effective 08-27-2012 Revised 02-05-2021 Revised 02-01-2023 Revised 06-26-2026	Total Pages 3

I. PURPOSE

The purpose of this General Order is to establish the procedures for applying the Maryland Statewide Model Disciplinary Matrix when determining discipline for sustained findings of misconduct. Discipline is intended to correct inappropriate behavior while promoting accountability, professionalism, public trust, and the fair, equitable, and consistent application of disciplinary standards throughout the State of Maryland.

The disciplinary process differs depending on whether the matter involves an internal administrative investigation or a complaint of police misconduct submitted by a member of the public. Regardless of the investigative process, all sustained findings of misconduct shall utilize the Maryland Statewide Model Disciplinary Matrix when determining discipline.

II. POLICY

A. The Rockville City Police Department shall utilize the Maryland Statewide Model Disciplinary Matrix when determining discipline for sustained findings of misconduct, in accordance with the Maryland Police Accountability Act and applicable Maryland law.

B. The Maryland Statewide Model Disciplinary Matrix establishes statewide disciplinary categories, disciplinary ranges, and special circumstance violations to promote fair, equitable, progressive, and consistent discipline throughout the State of Maryland.

C. The Maryland Statewide Model Disciplinary Matrix shall be applied only after a sustained finding of misconduct resulting from an administrative investigation. The Matrix shall not replace the Department's investigative or disciplinary procedures but shall be used to determine the appropriate disciplinary action within the applicable disciplinary range.

D. Nothing in this directive shall be construed to limit the authority or responsibilities of the Administrative Charging Committee, the Chief of Police, or any authority established under applicable Maryland law.

E. All sworn employees shall be afforded the rights and protections established by applicable Maryland law and Department directives, including General Order #2-5, Disciplinary Procedures.

F. The current Commission-approved Maryland Statewide Model Disciplinary Matrix is incorporated into this directive by reference and is maintained as Appendix A of this General Order. In the event the Maryland Police and Correctional Training Commissions issues revisions to the Maryland Statewide Model Disciplinary Matrix, the Department shall adopt and utilize the current approved version.

III. DEFINITIONS

A. Administrative Charging Committee (ACC)

The committee established pursuant to Maryland law that reviews completed administrative investigations involving sustained findings of police misconduct and determines discipline in accordance with the Maryland Statewide Model Disciplinary Matrix.

B. Agency Head

The Chief of Police or designee authorized by law to impose discipline.

C. Sustained Finding

A finding that a preponderance of the evidence establishes that an employee committed the alleged misconduct.

D. Similar Misconduct

Misconduct involving the same or substantially similar policy violation for purposes of determining progressive discipline.

IV. PROCEDURES

A. Internal Administrative Investigations

1. Administrative investigations that do not involve a complaint of police misconduct submitted by a member of the public shall be investigated in accordance with Department policy.
2. Upon a sustained finding of misconduct, the Chief of Police shall determine and impose discipline within the applicable disciplinary range utilizing the Maryland Statewide Model Disciplinary Matrix and considering all applicable aggravating and mitigating factors.
3. Discipline imposed by the Chief of Police shall be consistent with applicable Maryland law, Department policy, and the disciplinary ranges established by the Maryland Statewide Model Disciplinary Matrix.

B. Public Complaints of Police Misconduct

1. Complaints of police misconduct submitted by a member of the public shall be investigated in accordance with applicable Maryland law and Department policy.
2. Upon completion of an investigation resulting in a sustained finding of misconduct, the investigative file shall be forwarded to the Administrative Charging Committee (ACC).

3. The ACC shall review the investigation, identify the applicable policy violations, determine the appropriate violation category and disciplinary level, consider applicable aggravating and mitigating factors, and determine the appropriate discipline in accordance with the Maryland Statewide Model Disciplinary Matrix.
4. The Chief of Police shall enforce the disciplinary determination of the Administrative Charging Committee in accordance with applicable Maryland law.

V. REFERENCES

- a. Maryland Police Accountability Act
- b. Maryland Public Safety Article, Title 3
- c. Maryland Statewide Model Disciplinary Matrix
- d. General Order #2-5 – Disciplinary Procedures

VI. APPENDICES

Appendix A – Maryland Statewide Model Disciplinary Matrix

The Rockville City Police Department adopts the current Maryland Statewide Model Disciplinary Matrix, which is incorporated into this General Order by reference. The Office of Professional Responsibility is responsible for maintaining Appendix A and ensuring it reflects the most current Commission-approved version issued by the Maryland Police and Correctional Training Commissions.