

# Annapolis Police Department



## GENERAL ORDER

**Number: G.5**

**Issue Date: November  
2018**

**TO:** All Personnel

**SUBJECT:** Disciplinary Matrix

### **PURPOSE:**

The purpose of this policy is to establish a disciplinary matrix to address violations of departmental rules and regulations in a fair and consistent manner.

### **POLICY:**

It shall be the policy of the Annapolis Police Department to administer discipline consistent with the categories of violation based on an employee's history for the same or similar infractions. In certain instances, discipline may be increased or decreased depending on mitigating factors. The matrix serves as a guide for decisions regarding disciplinary actions.

### **DEFINITIONS:**

Aggravating factors – Facts or circumstances that cause the punishment to be greater than the suggested punishment in the matrix for the same type of violation. This includes but is not limited to multiple prior offenses or an offense that places the public in jeopardy.

Mitigating factors – Facts or circumstances that cause the punishment to be less than the suggested punishment in the matrix for the same type of violation.

### **I. GENERAL**

Misconduct is categorized on degrees of severity. The categories range from an A violation through an E violation. Category A contains the lowest levels of infractions and involves non-punitive measures. Repeated violations in any category may move an infraction to the next level. Category B violations or higher will result in punitive measures in accordance with the Law Enforcement Officer Bill of Rights.

A second and/or subsequent violation of similar nature in Category A within 12 months will enhance the violation to a Category B.

A second or subsequent violation in Categories B through E within a thirty-six (36) month period will be treated as an aggravating factor and will normally increase the category of the current violation and/or its punishment to the next highest category.

II. **VIOLATION HEADINGS**

The disciplinary matrix contains generalized headings and subheadings with prescribed recommendations. The headings are as follows:

- Rules and Regulations Conduct
- Recovered Property
- Firearms
- Uniforms and Equipment
- Leave, Sickness and Injury
- Reports and Communication
- Departmental Records
- Miscellaneous
- Internal Investigation and Reporting of Misconduct

III. **GENERAL PENALTY RANGE**

A. Category A violations

Same or similar misconduct within 12 months enhances the violation to a Category B. Three Category A violations, regardless if the violations are similar, within 12 months enhances the third violation to a Category B.

Options may include more than one:

1. Training and /or education
2. Written formal counseling
3. Restitution
4. Psychological services
5. Other non-punitive action

B. Category B violations

Same or similar misconduct within 36 months enhances the violation to a Category C. Three Category B violations, regardless if the violations are similar, within 12 months enhances the third violation to a Category C.

Options may include Category A options and more than one of the following:

1. Letter of Reprimand
2. \$75.00 Fine

C. Category C violations

Same or similar misconduct within sixty (60) months enhances the violation to a Category D.

Three Category C violations, regardless if the violations are similar, within sixty (60) months enhances the third violation to a Category D.

Options may include Category A options and more than one of the following:

1. Up to three (3) days suspension from duty without pay
2. A fine up to the equivalent of three (3) days pay
3. Up to three (3) days loss of leave
4. Letter of Reprimand

D. Category D violations

Same or similar misconduct within sixty (60) months enhances the violation to a Category E.

Three Category D violations, regardless if the violations are similar, within sixty (60) months enhances the third violation to a Category E.

Options may include Category A options and more than one of the following:

1. Four (4) to fifteen (15) days suspension from duty without pay
2. A fine equivalent to the pay for four (4) to fifteen (15) days suspension
3. Four (4) to fifteen (15) days loss of leave
4. Ineligible for promotion for eighteen (18) months
5. Letter of Reprimand

E. Category E violations

Same or similar misconduct within sixty (60) months enhances the violation to a Category F.

Three Category E violations, regardless if the violations are similar, within sixty (60) months enhances the third violation to a Category F.

Options may include Category A options and more than one of the following:

1. More than fifteen (15) days suspension from duty without pay
2. A fine equivalent to the pay of more than fifteen (15) days suspension without limit to the number of days.
3. More than fifteen (15) days loss of leave
4. Ineligible for promotion for twenty four (24) months
5. Demotion

6. Letter of Reprimand

F. Category F violations

Recommendation: Termination

IV. Deviation from Prescribed Dispositions

A member who recommends a disciplinary action other than those proscribed for the sustained violation shall document the aggravating or mitigating factors that justify the deviation.

*S. Baker* \_\_\_\_\_

Scott Baker  
Chief of Police

References
1. Law Enforcement Officer's Bill of Rights 2. Appendix 1 Disciplinary Matrix

**Revision:** This replaces General Order G.5 entitled Disciplinary Matrix dated January 2014.