

General Supervisor Training



Module 3

Non-Disciplinary Corrective Action For Minor Infractions

Guiding Thought to Stay Focused!



Cultivating, Motivating and Coaching

*‘I want to **cultivate, motivate, and coach** the members of our department to be the best police officers that they can possibly be, and then see them move up the ranks. I believe that a big part of being a good leader is developing the next generation of leaders, and I intend to do that here at BPD’* (PC Michael S. Harrison 2019).

Group Discussion



As supervisors, how do we correct minor errors, mistakes, and/or bad decisions by our workers?

Do we follow-through?
How?

Do we follow-up?
How?

Are we consistent?
How?

Does it work?
If so, how?



Training Objectives

Define and explain the purpose non-disciplinary corrective action for minor infractions.

Define minor infractions.

Define and explain the use of the Supervisor Feedback Log.

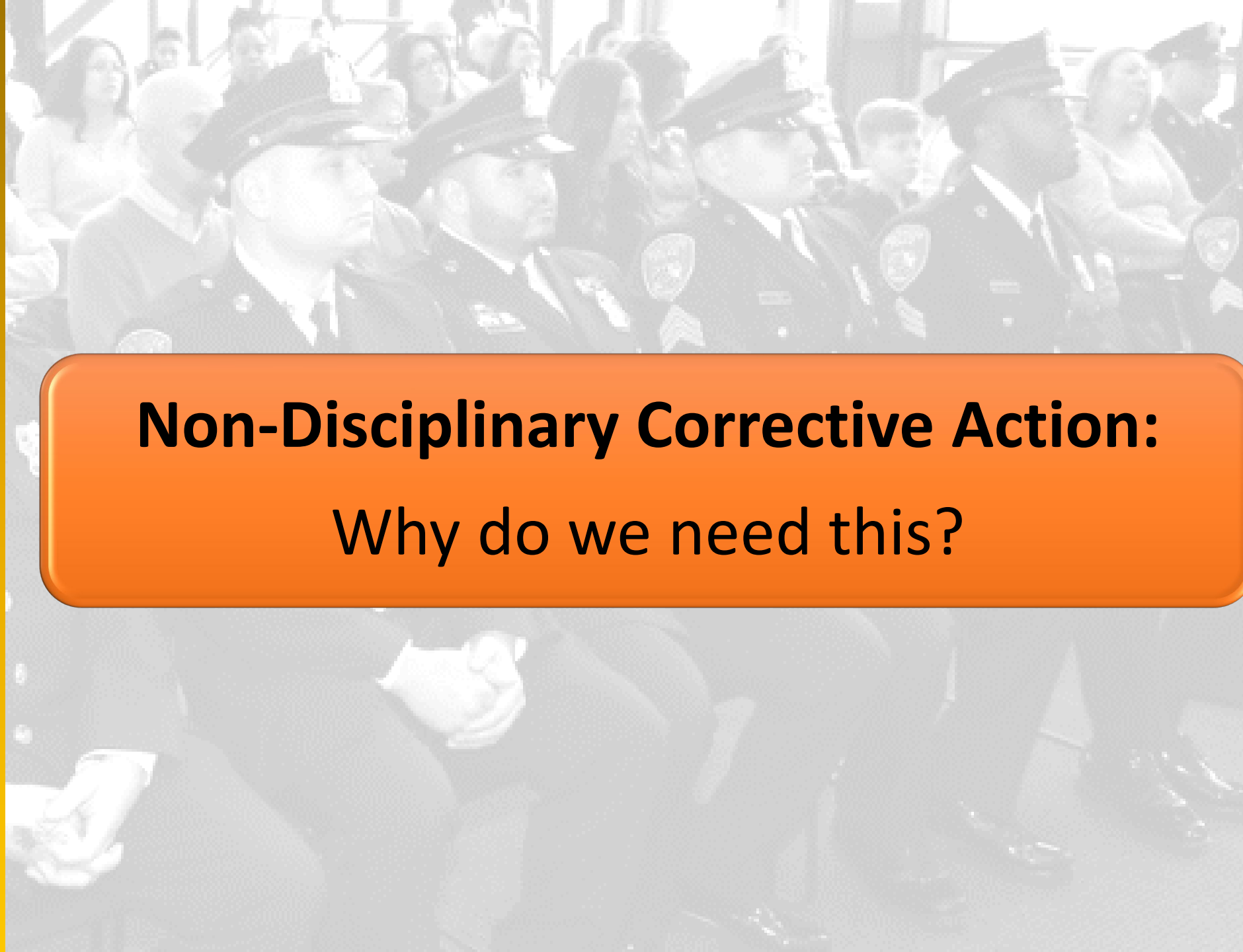
Identify and explain the conditions needed to apply non-disciplinary corrective action for minor infractions.

Explain supervisor roles in the process of taking non-disciplinary corrective action for minor infractions.

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Non-Disciplinary Corrective Action: Why do we need this?

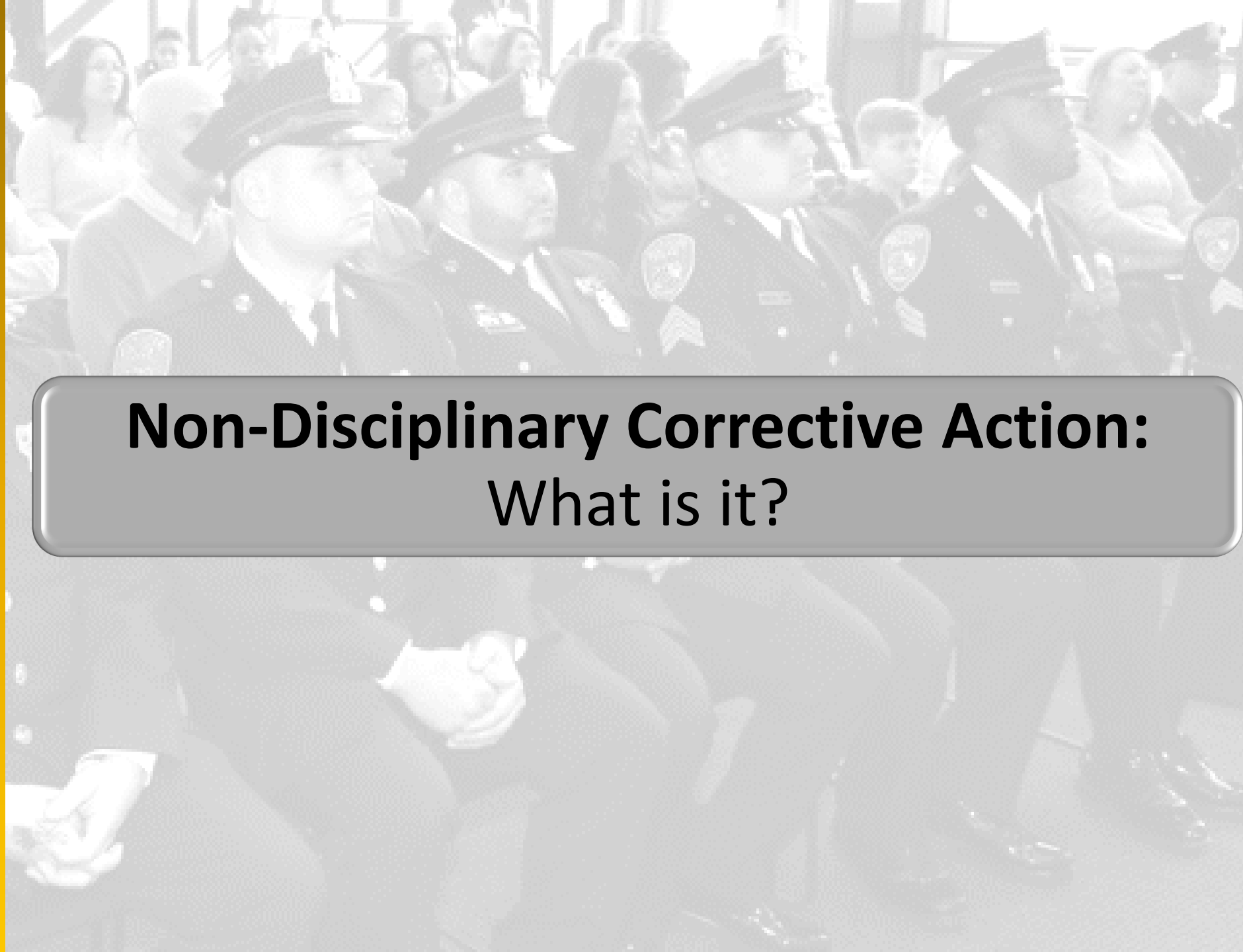


NDCA IS NEW!

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Non-Disciplinary Corrective Action: What is it?



Coaching

Mentoring

Policy Review

Redirection

Remedial Training



Minor Infractions



- A minor Infraction is a behavior or action that does not fully comply with

- ✓ policies,
- ✓ procedures, or
- ✓ orders

- Has minimal impact on other individuals or on BPD's operations or mission.
- Examples include:
 - ✓ Errors
 - ✓ Deficient performance
 - ✓ Unavoidable infractions

A photograph of a Baltimore Police Department Form 100-100 (100-100) is shown. The form is a standard police report form with various sections for recording incident details. It includes fields for "DATE OF INCIDENT", "TIME OF INCIDENT", "LOCATION OF INCIDENT", "REPORTING OFFICER", "WITNESSES", "VICTIM", "PERPETRATOR", "DESCRIPTION OF INCIDENT", "OFFENSE", "DISPOSITION", and "REMARKS". The form is filled out with handwritten information. The "DESCRIPTION OF INCIDENT" section contains a detailed account of an incident involving a man named "David Steingard" and a woman named "Rough, Dave and Johnson". The "OFFENSE" section is marked "SEX OFFENSE". The "DISPOSITION" section is marked "S.E.". The "REMARKS" section contains a handwritten note: "On 8/30/83 arrested another [redacted] [redacted] where we met with [redacted] the father of the victim. We asked if we could talk to him [redacted] and along with us we talked to [redacted] said that about a year ago he was in Patterson Park with a boy named [redacted] when a man stopped and asked if they wanted to go to his house and have some sex. The boys went with the man (identified as [redacted])."

What does NOT constitute a Minor Infraction?



Any behavior relating to:

1. A public complaint or involves a member of the public.

In your table groups, create a list of at least 3 behaviors/issues that do NOT constitute a minor infraction. Record your responses on the chart paper provided to you.

Take 3 minutes to discuss at your table and then we will share out.

imposition of discipline.

Minor Infractions

EXAMPLES



- Examples of Minor Infractions that may be appropriate for NDCA include:
 1. Lateness for duty
 2. Uniform and appearance
 3. Inappropriate comments/gestures not involving the public, nor in violation of EEO policies
 4. Improper inspection of vehicle or equipment
 5. Discourtesy not involving the public.
- This list is not exhaustive.

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A Supervisor Feedback Log is still in production. The intended purposes of the log is for....

Mentoring

Redirection

Policy Review

Remedial Training

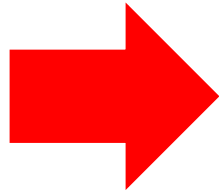
Additional Supports

Praise for Performance

Conditions for NDCA



**NDCA may be applied
when the adjacent
conditions are met:**



1. Supervisor believes NDCA will address behavior
2. Minor Infraction has minimal negative impact
3. The Minor Infraction:
 - ✓ is not the subject of a public complaint,
 - ✓ does not involve a member of the public, nor
 - ✓ does it fall within any of the other excluded categories.



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The Process



NDCA Steps

- Upon observing or learning about a Minor Infraction, determine if NDCA is the right fit to address the behavior.



Step 1

Determine Fit

Step 2

Decide On Methods

Step 3

Document & Log with 7 Days

Step 4

Check for Understanding

Step 5

Order Participation If
Member Refuses

Does NDCA fit? Why or why not?

What NDCA steps would you take?



Consider the following scenario and respond using the knowledge and tools provided:

- ☐ Your officer showed up late to roll call.
- ☐ Upon arrival, your officer was also not in uniform yet.
- ☐ The officer apologized and stated that there was traffic.
- ☐ This is the second time this week that your officer has been late.

Prepare to share with the class.

Let's Review...

1. Can members of the BPD refuse NDCA? **No**
2. The NDCA log must be completed in 7 days.
3. There are 5 steps in the NDCA process.

Keep in mind, members can comment or provide feedback on any draft policies online or by emailing policy@baltimorepolice.org.

