



MINOR DISCIPLINARY ACTION

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I. MINOR DISCIPLINARY ACTION DEFINITION

Minor Disciplinary Action is a disciplinary tool for minor *internal administrative complaints involving* violations of policy (*not involving a member of the public*) without a formal investigation or interrogation. *It is* intended for use by supervisory and command personnel, when prima facie evidence exists of a minor policy violation. With the acceptance of a Minor Disciplinary Action, a minor policy violation can be quickly settled. Punishment imposed pursuant to a Minor Disciplinary Action is considered Final Discipline and will not exceed a three-day suspension without pay or an *equivalent* fine *as per the Statewide Police Disciplinary Matrix*.

The above procedure does not preclude a supervisor from *verbally* counseling a subordinate. Use of the counseling process can correct undesirable behavior while maintaining maximum harmony between a supervisor and subordinate.

II. APPLICABILITY OF MINOR DISCIPLINARY ACTION

Minor Disciplinary Action may be imposed after all the following conditions are met:

- A. A complaint of employee misconduct is reported in *the Anne Arundel County Police Public Portal*;
- B. The complaint was an on-view violation by a supervisor or there is prima facie evidence of a minor *internal administrative complaint involving a* policy violation, and the facts constituting the violation are not in dispute;
- C. The commander of the Office of Professional Standards has approved application of a Minor Disciplinary Action; *and*
- D. The affected employee's District/Division commander approves the level or type of punishment to be offered.

III. MINOR DISCIPLINARY ACTION PROCEDURES

Minor Disciplinary Actions will be processed as follows:

A. Notification of the Office of Professional Standards

Supervisors/commanders who wish to use Minor Disciplinary Action must first brief their District/Division commander on the circumstances of the case. If the District/Division commander agrees with handling the matter as a Minor Disciplinary Action, the District/Division commander will contact the Office of Professional Standards commander or designee, who will determine if the violation or complaint may be resolved with a Minor Disciplinary Action.

If a Minor Disciplinary Action is authorized, the Office of Professional Standards commander will provide a case number, the necessary forms and instructions, will inform the District/Division commander of the employee's

disciplinary history, and discuss punishment options that are appropriate for the violation *based on the Statewide Police Disciplinary Matrix (see Index Code 303, Appendix A)*.

B. Investigative File

The supervisor/commander handling a Minor Disciplinary Action is responsible for ensuring that the investigative file is complete and submitted to the District/Division commander. Investigative files should contain:

1. Minor Disciplinary Action Disposition Report (PD 646)
2. Statements of victim or complainant
3. Statements of any witnesses
4. A summary of all items of evidence
5. All details of the supervisor's investigation into the violation

C. Notification to Officer

The Minor Disciplinary Action Disposition Report (PD 646) will be prepared by the District/Division Commander and served to the accused officer by the accused officer's commanding officer. The accused officer may consider the offer for five working days to decide whether to accept or refuse the offered Minor Disciplinary Action, indicating the decision on the Minor Disciplinary Action Disposition Report (PD 646). If the officer disputes the facts presented in the Minor Disciplinary Action Disposition Report (PD 646), a formal investigation will be conducted by the Internal Affairs Section.

D. File Distribution

All Minor Disciplinary Action documents will be hand delivered to the Office of Professional Standards by the District/Division commander upon completion.

E. Notice of Accepted Minor Disciplinary Action

Upon acceptance of a Minor Disciplinary Action, official notice of the disciplinary action will be made to the officer in an inter-office correspondence, distributed for record-keeping as follows:

1. The original, signed by the accused officer, is kept in the investigative file with copies to the Police Personnel Section Manager and the accused officer's supervisor, commander, and district/division commander.
2. One copy is given to the accused officer, upon acceptance of the Minor Disciplinary Action by submission of the Minor Disciplinary Action Disposition Report (PD 646).

F. In all cases, Minor Disciplinary Action will be imposed within 30 days from the date of review by the District/Division commander and in the case of suspension, concluded in consecutive working days after imposition.

IV. PROPONENT UNIT: Office of Professional Standards.

V. CANCELLATION: This directive cancels Index Code 303.3, dated *03-07-21*.