2.900  COMPLAINTS AND DISCIPLINE

2.901  DISCIPLINARY SYSTEM
A. The agency will exercise disciplinary action fairly and equitably regardless of rank or assignment and will promote uniformity in the imposition of disciplinary actions.
B. The disciplinary system of the agency contains components that include, but are not limited to:
   1. Rewarding and recognizing employees for their actions;
   2. Training employees as a means of improving productivity and effectiveness through positive and constructive methods;
   3. Procedures and criteria for using counseling as a function of discipline; and
   4. Procedures and criteria for taking punitive actions in the interest of discipline.
C. Section 1.442 Awards and Commendations contains procedures and criteria for rewarding and recognizing exemplary employee performance.
D. Section 1.510.40 Remedial Training contains procedures and criteria for using training as a function of discipline.
E. Section 1.440 Goal Setting and Evaluation contains procedures and criteria for using counseling as a function of discipline.
F. Agency employees will not maliciously, or negligently interfere with, hinder, or delay the initiation, documentation, or investigation of complaints.
G. Employees who become aware of unethical or unlawful conduct, or violations of directives, will report same to offenders' unit commanders. These reports may be made directly to IA in confidential matters.

2.902  AUTHORITY TO TAKE DISCIPLINARY ACTION
A. Where not in conflict with LEOBR, other applicable state laws, or executive orders, the Consolidated USMH & UMCP Policies and Procedures Manual is applicable to agency employees with respect to taking punitive actions in the interest of discipline. The agency and its employees are bound by LEOBR provisions in disciplinary matters regarding sworn personnel.
B. The chief is authorized to initiate and administer discipline within the agency and to authorize certain subordinates to initiate, administer, or recommend disciplinary action against employees.
   1. Employees ranked Corporal or higher may recommend, initiate, or administer discipline for sworn personnel.
   2. Employees ranked corporal or higher may recommend, initiate, or administer discipline for non-sworn personnel.
   3. Supervisory non-sworn civilian employees may recommend, initiate, or administer discipline for non-sworn personnel.
C. With the exception of suspected violations of law, the Police Auxiliary coordinates, controls, and administers disciplinary matters as they relate to Student Police Aides and Student Police Aide Supervisors. Disciplinary matters concerning suspected violations of law will be coordinated through Internal Affairs.
D. All complaints, including anonymous complaints, against the agency or the employees, thereby instilling public confidence in the agency. In some cases, the extent of the investigation may be limited to substantiating the falsity of the accusation.

2.904  PROCESSING COMPLAINTS
A. Citizens verbally reporting what they perceive as improper police conduct will be referred to supervisory or administrative ranked officers. Supervisory or administrative ranked officers will attempt to resolve the matters if complaints are relative to differences of opinion between officers and citizens over the issuance of traffic, criminal, or parking citations unless the complaint falls within the meaning of the term "complaint."
B. If complaints are not filed, supervisors or administrators will prepare memorandums or email messages to the chief and IA containing allegation synopses.
C. In the event that matters cannot be resolved, citizens should be advised of proper procedures to file written complaints.

2.904.05  Receiving Complaints
A. Complaints must be treated as confidential information by agency personnel who receive them and will not be discussed with personnel against whom complaints are made or anyone not authorized to have such information.
B. Complaint forms will always be available at Headquarters. These forms contain instructions on procedures to be followed in registering complaints against the agency or its employees.
C. Complaint forms may be submitted personally or by mail. Complaints may be typed or handwritten. Handwritten forms should be legible and written in ink. Additional sheets of paper may be used should complaints require more space than is on complaint forms.
D. Complainants should complete complaint forms. However, in situations where complainants cannot or will not complete complaint forms, officers will record complaint details on complaint forms and submit them as described in 2.904.05.G & H.
E. Complaints may be received by telephone or by mail without the complainant’s signature. Agency personnel receiving telephone complaints should make every effort to identify complainants so they may be recontacted.
F. Complaints received from anonymous sources may be the only information that could reveal serious misconduct. Employees receiving anonymous complaints should advise complainants of the formal complaint procedures and attempt to obtain their identities. If unsuccessful, employees should obtain as much information as possible in order to provide IA sufficient information to determine courses of action.
G. When complaint forms are submitted in person at Headquarters, receiving officers will:
   1. Sign for complaint receipt;
   2. Provide a copy to the complainant; and
   3. Place originals in sealed envelopes and forward to the Office of the Chief where they will be logged and forwarded to IA.
H. All complaints will be forwarded directly to the Chief of Police and forwarded to IA.
I. Nothing precludes the agency from investigating allegations against employees received from any source consistent with law, when it is determined that such investigations are in the best interests of the agency.

2.904.10  Allegations of Criminal Misconduct by Employees
A. Employees receiving complaints alleging criminal misconduct by other employees will immediately arrange for complainants to speak with supervisory or administrative ranked officers.
B. Interviewing officers will document the information and contact IA, as necessary and prudent, for guidance. Original reports will be forwarded to IA prior to the end of the interviewing officers' shifts.

2.904.15  Internal Complaint Assignment and Report Flow
A. Complaints will be forwarded to the Office of the Chief. They will then be forwarded to IA for assignment to the unit, command, or department level. The assignment level is based, in part, on the seriousness of the alleged conduct.
   1. Unit level investigations usually involve allegations of minor violations against personnel assigned to a single unit.
   2. Command level investigations usually involve allegations of minor violations against supervisory ranked employees or against employees from more than one unit.
   3. Departmental level investigations usually involve allegations of violations against administrative ranked officers or major violations against any agency personnel.
B. Investigations assigned at the unit level will usually be forwarded
through the appropriate bureau commander to unit commanders supervising respondent officers. Unit commanders will designate administratively ranked supervisors to complete Investigations. Line Supervisors will not generally complete Investigations. Completed reports will be returned through the bureau commander to the chief for final disposition.

C. Investigations assigned to the command level will usually be forwarded through a bureau commander to an administrative ranked officer in the bureau. Completed reports will be returned through the bureau commander to the chief for final disposition.

D. Investigations assigned to the departmental level will be coordinated or handled directly by IA. Completed cases will be forwarded to the chief for final disposition.

E. Liaison may also be maintained with university legal staff and/or the OSA during criminal investigations involving employees.

### 2.904.25 Complaint Notifications

A. When complaints are received and logged by IA, the Office of the Chief is responsible for notifying complainants that their complaints have been received for processing.

1. Notifications will be in the form of dated letters or emails of receipt that contain a description of the investigative process.

2. Notification receipt letters or emails are not sent out in anonymous complaints.

B. Employees named in complaints will be notified in writing of complaints consistent with LEOBR.

C. Officers will be issued written statements of allegations as well as their rights and responsibilities when they are notified that they have become subjects of investigations.

### 2.906 VIOLATION CLASSIFICATIONS

A. Minor violations are those violations for which summary punishment may be imposed. Summary punishments maximums are three days suspension without pay or fines of $150.

B. Major violations are those violations for which maximum sanctions exceed summary punishment or when cumulative minor violations would indicate the need for exceeding summary punishment maximums.

C. With the agreement of respondent officers, the agency may impose sanctions beyond summary punishment in lieu of convening hearing boards to review charges.

D. Respondent officers may waive any or all of their LEOBR rights.

1. Respondent officers waiving their LEOBR rights may do so to accept sanctions imposed by the agency or to request allegations be processed, investigated, and disposed of in accordance with applicable university employee disciplinary systems.

2. Respondent officers waiving their LEOBR rights and electing to have complaints processed, investigated, and disposed of in accordance with applicable university employee disciplinary systems do so irrevocably for those complaints.

3. Respondent officers will not be pressured, coerced, threatened, or intimidated into waiving any or all of their LEOBR rights.

### 2.908 DISCIPLINARY ACTION RECOMMENDATION GUIDE

A. The Disciplinary Action Recommendation Guide (2.990) is used to promote uniformity in the imposition of certain disciplinary actions. Unit commanders should adhere to the penalties or actions listed for each offense. However, disciplinary recommendations do not abrogate the disciplinary authority of the chief as granted by LEOBR.

B. The guide is structured to take into account factors such as offense seriousness and repeat or frequent offenses.

C. If violations are not listed in the guide, bureau commanders will select disciplinary recommendations based on violation severity in comparison with violations listed in the guide.

### 2.908.10 Penalty Selection

A. Investigators will consult the Disciplinary Action Recommendation Guide when complaints have been sustained in order to make penalty recommendations to the chief.

B. Once the chief has reviewed investigation files, written notifications of decisions and recommendations will be presented to accused officers.

C. Disciplinary actions will be imposed consistent with LEOBR.

### 2.912 SUPERVISOR’S ROLE IN DISCIPLINE

A. Supervisors will participate in the development of rules, policies, and procedures defining misconduct and unacceptable performance.

B. Supervisors will train subordinates in proper conduct and acceptable performance.

C. The role of immediate supervisors is crucial in the disciplinary process. They have the best opportunity to observe the conduct and appearance of subordinates and detect those instances where disciplinary actions are warranted. Immediate supervisors also have the opportunity to understand the personality traits of their subordinates and to determine the most effective methods of discipline.

D. Supervisors will perform investigations and recommend disciplinary action to the chief.

E. A supervisor’s primary responsibility is to observe, investigate, and, when necessary, recommend disciplinary action.

### 2.913 SPECIAL ACTION APPEALS FOR CLASSIFIED EMPLOYEES

A. The UMCP Policy on Special Actions Appeals for Classified Employees establishes appeal processes for classified employees against whom adverse personnel actions have been taken. These personnel actions include charges for removal, disciplinary suspensions, involuntary demotions, and rejection on probation.

B. Officers may elect to waive their LEOBR rights and appeal adverse personnel actions consistent with the UM Policy on Special Actions Appeals for Classified Employees.

C. If the chief orders termination of respondent personnel, final written orders will contain:

1. Statements citing reasons for termination;

2. Effective dates of terminations;

3. Status of fringe and retirement benefits after terminations; and

4. Content of the employee’s employment records relating to terminations.

### 2.914 SUSPENSION FROM DUTY – LEOBR

Suspensions will be imposed consistent with LEOBR.

#### 2.914.10 Authority to Suspend

A. Officers holding the rank of sergeant or above are authorized to suspend sworn and non-sworn subordinates.

B. Officers assigned Internal Affairs are delegated the authority to suspend officers below the rank of chief.

#### 2.914.20 Suspension Situations

A. The need for suspensions will be determined by weighing the gravity of alleged offenses against the effects of officers’ continued duty status pending internal investigations.

B. Officers may be suspended for:

1. The best interest of the public, the officer, or the agency;

2. Reporting for work under the influence of alcohol or consuming alcohol on the job without authorization;

3. Reporting for duty unfit or unprepared for work;

4. On-duty or off-duty conduct determined to be detrimental to the performance of police duties;

5. Unsatisfactory performance;

6. Being convicted of crimes;

7. Being AWOL;

8. Mishandling, abusing, or theft of university or state property;

9. Knowingly being untruthful when answering questions relating
to their employment which are asked of them except in the furtherance of a bona fide police duty;
10. Any immoral or unethical conduct reflecting unfavorably on the State as an employer;
11. Membership in any organization advocating the overthrow of the U.S. Government by force or violence; or
12. Failure to maintain any mandated license or certification.

C. Officers will be suspended when they are:
   1. Alleged to have engaged in conduct of such nature that the chief determines that suspension is an appropriate course; or
   2. Charged via statement of charges, criminal charging document, indictment or information from any competent judicial authority with:
      a. Crimes classified as felonies within this state or within jurisdictions placing charges; or
      b. Crimes of moral turpitude.

2.914.30 Emergency Suspension & Hearing Procedures

A. Suspending officers will:
   1. Contact and inform IA of suspensions and obtain names of suspension hearing officers;
   2. Suspend officers by taking possession of their issued firearms, badges, ID cards, and MPTC certification cards;
   3. Complete ROIs including all relevant facts and supplementary documents supporting the suspensions; and
   4. Provide the suspended officers and their unit commanders with letters containing:
      a. Reasons for suspensions;
      b. Dates and times of suspension hearings; and
      c. Notification that suspension hearings will be held on the first working day following suspension.

B. Suspension hearings will be conducted consistent with LEOBR.
C. Only matters dealing directly with the determination of suspensions will be heard at suspension hearings.
D. Emergency suspension hearing officers will be appointed by the chief and must hold the rank of captain or above.
E. Suspension hearings will be electronically recorded with the electronic recordings being forwarded to IA.
F. Suspected officers may be represented by legal counsel or other representatives.
G. Suspending officers and suspended officers’ unit commanders may be required to attend the hearings. Suspending officers need not be present, but may attend and present testimony on their behalf.
H. Hearing officers may request university legal staff or the OSA to be present or provide assistance.
I. The public and news media are excluded from hearings unless called to testify. Evidence presented at suspension hearings is confidential.
J. Hearing officers will determine whether officers’ alleged conduct was serious enough to order continued suspensions.
K. Hearing officers must determine and order if continued suspensions will be with or without pay.
   1. Suspensions without pay may be imposed only when allegations constitute felonies.
   2. Allegations that constitute administrative or misdemeanor criminal charges may result in suspensions continuing with pay.
L. Hearing officers will inform respondent officers of their decisions and promptly submit written reports of same to the chief with copies to:
   1. Internal Affairs;
   2. Respondent officers;
   3. Respondent officers’ unit commanders; and
   4. Fiscal Services with information as to the suspension being with or without pay.

2.914.40 Restoration to Duty

When proximal reasons for officers’ emergency suspensions no longer exist, the chief will return respondent officers to full duty and inform the bureau commanders in writing of the decisions.

2.916 Suspension from Duty - Classified Personnel Policies and Rules

A. These procedures must be followed in suspension actions dealing with non-sworn, classified employees.
B. The chief or designee, ranked sergeant or above, may suspend employees without pay for incidents involving:
   1. Misconduct;
   2. Negligence;
   3. Inefficiency;
   4. Insubordination;
   5. Disloyalty; or
   6. A reason satisfactory to the Director of University Resources.
C. Employees shall have the right to union representation during any meeting, hearing, formal or informal discussion pertaining to the investigation or imposition of discipline relating to conduct that may lead to disciplinary action against the employee.
D. The University shall impose disciplinary action against non-exempt employees no later than 10 working days from the time it knew or should have known of the conduct giving rise to the disciplinary action. For cases involving suspension without pay, the University shall impose discipline within 3 (three) working days.
E. Suspension actions will be consistent with the UMCP Policy on Special Action Appeals for Classified Employees.
F. Suspension appeals through the chief will be held consistent with 1.444 Grievances.

2.918 Officer Status during Investigations

A. If officers use deadly force or cause serious physical injuries, the involved officers’ bureau commanders will remove the officers from line-duty assignments pending administrative reviews to determine if officers are to be placed on suspension, paid administrative leave, in non-contact assignments, or returned to full-duty status.
   1. The purposes of these actions and reviews are:
      a. To protect the community’s interest when officers may have exceeded the scope of their authority in the use of deadly force; and
      b. To shield officers who have not exceeded the scope of their authority from possible confrontations with the community.
   2. Reviews will be structured and conducted according to procedures established in 2.914.30 Emergency Suspension & Hearing Procedures.
B. Officers may be placed on paid, administrative leave by the chief when:
   1. Involved in shootings involving injury or death;
   2. Involved in actions which results in the death of individuals or the hospitalization of individuals who are expected to die;
   3. Involved in incidents where preliminary investigations reveal significant possibilities of serious misconduct by employees; or
   4. It is in the best interest of the public, officers, or the agency.
C. Non-contact assignments may be employed as alternatives to administrative leave to enable employees to continue working while awaiting dispositions of internal or criminal investigations or disciplinary action recommendations sent to the chief. Officers working in non-contact assignments may retain police powers and will:
   1. Attend job related training;
   2. Attend court;
   3. Perform administrative functions not requiring personal contact with the public; and
   4. Take police actions in emergency circumstances if still retaining police powers.

2.920 Investigation of Serious Injury or Death Inflicted by Officers
A. Whenever persons are hospitalized because of injuries inflicted by police officers acting in their official capacities, on-duty patrol squad commanders will obtain reports on the severity of injuries. If probabilities exist that injured persons will not survive, on-duty patrol squad commanders will notify Investigations and IA.

B. Investigations will assume initial responsibilities for investigating the circumstances and determining the likelihood of patient death. Cases will be handled as investigations involving the use of deadly force. Investigators will maintain a working relationship with IA throughout investigations.

C. Officers will be placed on administrative leave with pay pending investigations to determine:
   1. If violations of law were committed;
   2. Compliance or non-compliance with agency directives;
   3. Compliance with equipment regulations regarding both equipment type and its proper use.

2.922 INTERNAL AFFAIRS RESPONSIBILITY

A. The agency employee appointed as IA Coordinator reports directly to the chief for IA matters. The IA Coordinator has functional responsibilities that include, but are not limited to:
   1. Recording and registering, all investigations into alleged or suspected misconduct within the agency;
   2. Assigning IA case numbers to complaints;
   3. Maintaining centralized, secure records of all complaints against the agency or employees;
   4. Maintaining and ensuring confidentiality of internal investigations and records;
   5. In consultation with the chief, assigning investigations to the unit, command, or departmental level;
   6. Deciding, with concurrence of the chief, whether or not criminal investigations are warranted in internal investigations;
   7. Regularly briefing the chief on all complaints filed against sworn and full-time civilian employees; and
   8. Preparing and distributing yearly summary reports of all complaints filed against sworn and full-time civilian employees.

B. Officers coordinating or conducting internal investigations will hold in strict confidence all information which may have any bearing whatsoever on the conduct and results of any investigation.

C. Yearly statistical summaries, based upon records of IA investigations will be prepared by IA and submitted to the Office of the Chief for publication and dissemination to the agency and the public.

2.924 INVESTIGATIVE PROCEDURES

2.924.05 General Provisions

A. Investigators will conduct thorough investigations and submit completed ROIs consistent with 2.904.15.

B. Investigations will be conducted consistent with applicable provisions of the LEOBR and the Consolidated USMH & UMCP Policies and Procedures Manual.

C. ROIs will conform to standards established in the Internal Affairs Investigations Manual.

D. If reasonable suspicions are developed during the course of investigations that complaints are false or that complainants have lied under oath, parallel investigations will be conducted to determine what, if any, actions will be contemplated against complainants. This information will be included in ROIs.

E. Ordinarily, investigations will be completed within 60 days of assignment, although factors could necessitate longer periods.
   1. Officers conducting internal investigations will provide IA at least biweekly status reports when investigations extend beyond 45 days. Status reports must also include justifications for delays when investigations extend beyond 60 days. Justifications must be reasonable, prudent, and objectively based.
   2. Investigating officers will provide complainants with periodic status reports, providing that such notifications do not compromise the integrity of investigations. Updates should be provided at least every 1-4 calendar days. The degree of update specificity is left to investigator discretion, subject to approval by IA.

F. ROIs will include:
   1. Pertinent statements or summaries of statements from all concerned parties;
   2. Summaries of incidents being investigated;
   3. Accountings of related evidence;
   4. Findings as to the legitimacy of allegations; and
   5. Investigative findings and recommendations.

G. If disciplinary actions are recommended, the violations will be classified as major or minor infractions and recommendations for disciplinary action will be made.

H. The agency will report to the OSA or Attorney General’s Office, as appropriate, any attempts by complainants or their counsel to use the complaint or complaint process as items of discussion and consideration for plea bargaining or the filing of civil action against the agency, the university, or the state.

2.924.10 Interview and Interrogation Procedures

A. Employees alleged to have committed acts of misconduct will be interrogated or interviewed if necessary to establish a thorough understanding of the incidents.

B. Sworn officers will be interrogated under the provisions of LEOBR.

C. Employees may be required to submit to various investigative techniques that may include, but are not limited to, polygraphs, breath test instruments, medical or laboratory examinations, photographs, tape recordings, financial disclosures, participation in line-ups and/or any other investigative technique as consistent with LEOBR and other applicable statutes and regulations.

D. Officers ordered to make statements and who refuse to do so may be charged with insubordination. In these situations, the IA commander or officer responsible for the function thereof, will be contacted.

2.924.15 Police Officer Witnesses

A. Officers who are deemed witnesses to alleged acts of misconduct by other officers will be interviewed as necessary by case investigators.

B. When practical, interviews will be documented on witness statement forms or electronically recorded. Duress statements are not necessary for witnesses, but investigators will order witnesses, if necessary, to provide statements.

2.924.20 Investigative Findings

A. All investigative conclusions will be reported upon, and each alleged violation will be classified as:
   1. Unfounded;
   2. Exonerated;
   3. Not Sustained;
   4. Sustained; or
   5. Administrative Closure.

B. Unfounded dispositions conclude that the act(s) did not occur or did not involve members of this agency.

C. Exonerated dispositions conclude that the alleged act(s) did occur and the actions of the officer(s) were justified, lawful and proper.

D. Not Sustained dispositions conclude that investigations failed to discover sufficient evidence to clearly prove violations of directives.

E. Sustained dispositions conclude that sufficient evidence exists to clearly prove violations of directives.

F. Administrative Closure of cases may be made when:
   1. Complaints concerned matters of law or departmental policy and did not concern the employee’s actions;
   2. Complainants could not be contacted or refused to participate in inquiries and no other witnesses or evidence could be located;
   3. Complainants do not want formal actions taken or pursued; or
   4. Closure is in the best interests of the agency and the community.
2.924.25 Uncooperative Complainants
A. Personal contacts will be made with, or certified, return receipt requested letters will be sent to, uncooperative complainants by assigned investigators.
B. Contacts or letters will set deadlines for cooperating with investigations and include notices that failure to do so may result in administrative closure of investigations.
C. Letters notifying uncooperative complainants will be signed by investigating officers. If there are no responses and if cases cannot be adequately investigated without an interview, investigating officers may recommend in their ROIs that the cases be closed administratively.
D. ROIs recommending administrative closure of cases will detail the investigative steps that have been taken to justify administrative closure. The report may also include other appropriate recommendations.

2.924.30 Recommendations
A. Investigating officers will, as necessary and prudent, make:
   1. Recommendations to modify policy or procedures when policy, procedure, or directives are discovered to be inappropriate or insufficient; and
   2. Recommendations to improve the efficiency or effectiveness of the agency and its relationship with the community.
B. Bureau commanders of respondent officers will make recommendations for disciplinary action based upon sustained complaint findings.

2.924.35 False Reports
When investigators develop probable cause that false reports have been filed, they will bring that information to the attention of IA and the chief for consideration of filing criminal charges.

2.926 LEGAL ACTIONS AGAINST EMPLOYEES
A. Employees will immediately, or as soon as reasonably and prudently practical, notify their unit commanders upon being:
   1. Arrested or charged with crimes or any traffic violations mandating court appearances;
   2. Served with warrants, criminal summonses, statement of charges, criminal informations or indictments naming them as defendants;
   3. Made aware that legal actions are pending or on file, but have yet to be served;
   4. Made aware of drivers license suspensions or revocations; or
   5. Made aware of the loss or pending loss of any critical job certifications.
B. Unit commanders so notified will immediately, or as soon as reasonably and prudently practical, notify IA who will, in turn, notify the chief.
C. Internal investigations will be conducted to determine if alleged incidents constitute violations of agency directives.

2.928 RIGHT TO HEARING BOARDS
A. For sustained disciplinary infractions, respondent officers will be informed in writing of the:
   1. General nature of the charges;
   2. Proposed disciplinary actions; and
   3. Right to hearing boards as afforded by LEOBR.
B. Hearing boards will be conducted in accordance with LEOBR in those cases where disciplinary action is not accepted by respondent officers.

2.930 ADMINISTRATIVE HEARING BOARDS
A. Hearing boards will be conducted within the requirements of LEOBR and under the guidelines of the current edition of the MPTC Manual of Procedures for Administrative Disciplinary Hearings.
   1. The text portion of that manual can be located at g:\forms\hearing.man.
   2. Full copies of that manual will be provided by the IA Coordinator to respondent officers or their representatives.
B. Summonses for employees to appear before hearing boards are orders. Unexcused failure to appear is insubordination.
C. Employees who disobey orders to testify specifically, directly and narrowly to the facts at issue may be charged with insubordination and suspended.

2.930.10 Chief’s Decision
A. The chief will render a final order consistent with LEOBR.
B. If the chief orders termination of respondent officers, final written orders will contain:
   1. Statements citing reasons for termination;
   2. Effective dates of terminations;
   3. Status of fringe and retirement benefits after terminations; and
   4. Content of the officers’ employment records relating to terminations.

2.930.20 Appeals
Appeals from decisions in accordance with LEOBR may be taken by respondent officers to the circuit court for the county pursuant to Maryland Rule 7.202. Parties aggrieved by decisions of courts under LEOBR may appeal to the Court of Special Appeals.

2.935 DISPOSITION OF FINDINGS
A. Notification letters will be sent by the chief to complainants and respondent officers if charges are unfounded, exonerated, not sustained or closed administratively.
B. If charges are closed as sustained:
   1. Letters will be sent by the chief to complainants;
   2. The final order of the chief will be personally delivered by the chief or designee or sent by certified mail, return receipt requested, to the respondent and, if applicable, to the representative of record;
   3. Complaint records will remain in the IA active files; and
   4. Any adverse materials placed in respondent officers’ personnel files will be consistent with LEOBR.

2.940 DISCIPLINARY RECORD MAINTENANCE
A. All records of Internal Investigations are considered confidential and are maintained by the IA Coordinator in separate, secure file cabinets and computer applications.
   1. All such records are maintained until such time as they are expunged pursuant to LEOBR or purged at least three years following the resignation, retirement, or termination of employees.
   2. Adverse materials pertaining to disciplinary actions will be permanently placed in respondent employees’ personnel files consistent with LEOBR.
B. Internal Affairs records will not be released or disclosed except to:
   1. Comply with court orders to produce such records;
   2. Assist background investigators who present properly executed releases of information;
   3. Attorneys representing client officers to whom specified records apply in accordance with LEOBR;
   4. Attorneys representing the agency, the university, or the state in relevant cases.

2.940.10 Expungements
A. Record expungements will be consistent with LEOBR.
B. Expungement requests will be forwarded to the chief with a copy to IA.
C. IA will review all reports, documents, files, and records relating to requests and will forward recommendations on expungement re-
quests to the chief.
D. If expungement requests are denied, the chief will notify requesting officers in writing of the objective based reasons for that decision.
E. Expungements will be conducted:
1. By shredding or burning all printed files, records, and documents that make reference to expunged cases;
2. By degaussing magnetic media containing files, records, and documents that make reference to expunged cases; and
3. In the case of an Administrative Closure or multiple officers with multiple findings, obliterating references to respondent officers in case files, records, and documents.
F. Records expungements will be certified by IA and an administrative ranked officer designated by the chief. Officers requesting expungements will be notified in writing of expungement completion.
1. Copies of expungement notifications will be retained by IA, identifiable by case numbers only, and retained apart from other investigative files.
2. Data records will be retained listing only:
   a. IA case numbers;
   b. Dates complaints were filed;
   c. Investigation findings;
   d. Dates of findings; and
   e. Dates of expungements.
G. IA may initiate expungement actions via letters to the chief and respondent officers (if still employed by the agency) for cases that meet expungement criteria and five years have elapsed since the determination of the case classification. However, IA may not initiate expungements for investigations involving officers who have been subject to numerous investigations involving misconduct or use of excessive force that could indicate a pattern.
H. Employees not wanting cases expunged will notify the chief and IA in writing at least 30 days prior to the date of eligibility for automatic expungement.

2.950 Whistleblower Protection
A. A law enforcement officer may not be discharged, disciplined, demoted, or denied promotion, transfer, or reassignment, or otherwise discriminated against in regard to the law enforcement officer’s employment or be threatened with that treatment because the law enforcement officer has disclosed information that evidences:
   1. Gross mismanagement;
   2. A gross waste of government resources;
   3. A substantial and specific danger to public health or safety; or
   4. A violation of law committed by another law enforcement officer.
B. Any employee who discloses information about an abuse of authority, a substantial and specific danger to public health, or a violation of law is afforded Whistleblower protection according to the Maryland Annotated Code, State Personnel and Pensions § 5-305.
2.990 DISCIPLINARY ACTION RECOMMENDATION GUIDE

A. The guide is structured to take into account factors such as offense seriousness, or repeat or frequent offenses
B. Multiple category I or II violations may result in referral of charges to administrative hearing boards.

2.990.10 Disciplinary Matrix

<table>
<thead>
<tr>
<th>Category I</th>
<th>Category II</th>
<th>Category III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written or Verbal Reprimand</td>
<td>Written Reprimand</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>$100 Fine &amp;/or Restitution Maximum</td>
<td>$150 Fine &amp;/or Restitution Maximum</td>
<td>&gt; $150 Fine &amp;/or Restitution</td>
</tr>
<tr>
<td>16 Hour Loss of Leave Maximum</td>
<td>24 Hour Loss of Leave Maximum</td>
<td>&gt; 24 Hour Loss of Leave</td>
</tr>
<tr>
<td>16 Hours Leave Without Pay Maximum</td>
<td>24 Hours Leave Without Pay Maximum</td>
<td>&gt; 24 Hours Leave Without Pay</td>
</tr>
<tr>
<td>16 Hours Suspension Without Pay Maximum</td>
<td>24 Hours Suspension Without Pay Maximum</td>
<td>Disciplinary actions may range from written reprimand to termination from the agency</td>
</tr>
</tbody>
</table>

2.990.20 Category I Violation Examples

** Failure to appear or report (FTA).
** Discourtesy
** Equipment, failure to properly control or maintain, loss, or damage
** Equipment, unauthorized
** Failure to comply
** Grooming or uniform regulations violations
** Inattention to duty
** Mishandling or improper preparation of criminal or traffic case resulting in prosecutorial declination to prosecute, dismissal or nolle prosequi
** Parking, Illegal parking of police vehicles
** Police vehicles, failure to properly maintain
** Prisoners, Failure to properly secure, search, handcuff, seatbelt
** Radio, unnecessary use of
** Reports, failure to submit or late
** Response status (Priority), improper or unauthorized
** Ride-Along, unauthorized or violation of procedures
** Secondary employment, failure to make proper notifications, or unauthorized
** Sick leave abuse
** Sleeping on duty
** Tardiness, lack of punctuality
** Telephone procedures, violation of
** Traffic laws, violation of minor traffic laws (On or Off Duty)
** Uniform regulations, violation of
** Unnecessary force
** Unsatisfactory performance
** Vehicles, unauthorized use

** Aggressive force
** Calls for service, failure to respond and/or properly clear
** Complaints, failure to accept or receive
** Conduct unbecoming
** Harassment
** Hot pursuit, unauthorized
** ID, refusal to furnish name or ID
** Misrepresentation of fact
** Police vehicle operation, flagrant violation
** Prisoners, failure to properly search or secure resulting in escape or discovery of weapon.
** Radio contact, failure to maintain.

2.990.40 Category III Violation Examples

** AWOL
** Alcohol or CDS related offenses
** Excessive force
** False statement
** Firearms violation, careless handling resulting in injury, or unreported discharge, etc.
** Insubordination
** Neglect of duty, fail to take police or administrative action
** Knowingly operating MV while license suspended or revoked

2.990.30 Category II Violation Examples