



Formal Counseling of Police Employees

I. POLICY

Effective immediately whenever a police employee of the Ridgely Police Department commits a minor infraction of the Departmental policy or exhibits inappropriate behavior which if continued or repeated may result in disciplinary action, will be documented by utilizing RPD Form #40, Personnel Counseling Record, at a formal counseling session.

II. GENERAL

As a general rule, a formal counseling session will be held as soon as possible following such inappropriate behavior or the conclusion of an investigation disclosing a minor infraction of Departmental policy. The session may be conducted by the person assigned as the employee's supervisor at the time of the infraction or may be conducted by the Chief with that supervisor present. The particular incident will be discussed with the employee, pointing out the deficiencies in the employee's actions or inactions. The employee will be given the opportunity to state his/ her views on the matter and to suggest corrective action to prevent future occurrences. At the completion of the counseling session the employee's supervisor or the Chief will recommend a course of action designed to help the employee improve in the specific areas addressed to avoid recurrence.

At the conclusion of the formal counseling session the employee's supervisor will prepare the RPD Form #40, Personnel Counseling Record. The police employee will be given the opportunity to review, sign, receive a copy, and commit in writing upon the Personnel Counseling Record his/ her comments. If an employee refuses to acknowledge receipt of the Form #40, "Refused to Sign" will be recorded thereon in the "signature of Employee" block. The original will be forwarded or retained by the Chief for his signature and then placed in the employee's personnel file, a copy will be placed in the employee's Fact and Inference file maintained by the supervisor, and a copy will be given to the employee.