

# Abington Township Police Department Policy and Procedure Manual

<b>Chapter:</b>	Disciplinary Procedures	<b>General Order:</b>	26.1.4
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<b>Replaces:</b>	All Previous General Orders Relative to Subject		
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<b>CALEA Standard References:</b>	26.1.4		
<b>Pennsylvania Accreditation References:</b>			

## I. PURPOSE

The purpose of this general order is to provide members with guidelines on the Police Department Disciplinary System.

## II. POLICY

The Abington Township Police Department maintains a structured disciplinary system that is followed in cases of alleged violations of General Orders, Rules of Conduct, Township Ordinances, and any City, State or Federal law. Disciplinary actions will be commensurate with the violation and assist the member in correcting his/her deficiency. These procedures shall take into account the nature of the violation, an employee's disciplinary record and work performance.

## III. PROCEDURE

### A. Procedures and Criteria for Using Training as a Function of Discipline

1. Training is designed to increase knowledge and understanding of proper and effective police methods and techniques and should foster positive and constructive techniques for improving employee productivity, effectiveness and morale.
2. Upon a supervisor's discretion, or at the conclusion of an internal investigation, a member may be required to receive remedial training. This training should be encouraged and only those methods which are constructive and positive in nature will be utilized to improve member

productivity and effectiveness. The Police Department may mandate remedial training for members found to be deficient in specific areas.

B. Procedures and Criteria for Using Counseling as a Function of Discipline

1. Upon a supervisor's discretion, or at the conclusion of a Professional Standards Investigation, a member may be counseled by his/her immediate supervisor. Situations where counseling may be appropriate include, but are not limited to:
  - a. misconduct of a minor nature,
  - b. minor procedural mistakes,
  - c. inappropriate judgement;
  - d. lack of understanding of rules or procedures.
2. Counseling is a positive alternative in the disciplinary process. As a general rule, counseling will be noted in writing. A member should have the opportunity to openly discuss his or her problem(s) with a supervisor. Supervisors should have the opportunity to discuss the member's misconduct or unsatisfactory performance in order to develop a plan of corrective action. These counseling sessions should always be held in a positive and supportive manner in order to allow the member to develop a favorable understanding of their deficiency.
3. Disciplinary actions will be commensurate with the violation and assist the member in correcting his/ her deficiency. These procedures shall take into account the nature of the violation, a member's disciplinary record, and work performance.

C. Procedures and Criteria for Taking Punitive Actions in the Interest of Discipline.

1. The Police Department uses a progressive disciplinary system for the same or related offenses which include the following steps:
  - a. oral reprimand;
  - b. written reprimand;
  - c. suspension;
  - d. reduction in compensation/rank or termination.

2. The Police Department may deviate from this progression for any serious job related misconduct or any criminal misconduct.
  - a. Sworn members shall be governed by the disciplinary procedures as outlined in Abington Township Civil Service Code and the Abington Township Police Department Code of Discipline, as adopted and published by the Board of Commissioners of Abington Township.
  - b. Non-Sworn Members shall be governed by the disciplinary procedures in the Township of Abington Salaried and Clerical Manual.