



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: DISMISSAL OF DEPARTMENT MEMBER

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Department does not take lightly the issue of dismissing one of its members, and before a decision is made to dismiss a Department member, careful consideration will be given to the facts and circumstances which resulted in this type of action.

II. PROCEDURES

- A. In accordance with the LEOBR and after an Administrative Hearing Board "Guilty" Finding, (specifically Public Safety Article §3-108 (d) (5) (ii) before the Chief of Police dismisses an officer, the Chief will review the officer's files and permit the officer to be heard.
- B. If the Chief of Police subsequently dismisses the officer, the officer will be provided with the information described in Section III of this General Order.
- C. If the Chief of Police is considering recommending to the Commission the dismissal of an officer for poor performance (non-LEOBR), before the Chief makes that recommendation, he will review the officer's files and permit the officer to be heard.
- D. After a hearing with the officer, if the Chief decides to dismiss an officer for poor performance, the officer will be provided with the information described in Section III of this General Order.

III. INFORMATION PROVIDED UPON DISMISSAL

To Sworn and Non-Sworn Members

If employee misconduct or poor performance results in dismissal, the following information will be provided to the employee:

- A. A statement citing the reason(s) for dismissal.
- B. The effective date of the dismissal.
- C. A statement of the status of fringe and retirement benefits after dismissal.