



HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Hearing - Employment Status Review

Distribution:	All Agency Personnel	Index:	ADM 0502
Responsible Unit:	Human Resources	Rescinds:	MAN 3400
DLI Program:		MD Code:	

Issued:	1/1/18	Revised:	10/15/17	Reviewed:	12/14/17	Next Review:	1/1/19
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1. Purpose

Any non-probationary employee, regardless of classification, who has been recommended by a supervisor for termination as a result of poor performance, or who is unable to perform essential job functions shall be afforded a hearing regarding his employment status

2. Policy

It is the policy of the Harford County Sheriff's Office to afford a status review hearing to determine employment status. This policy in no way replaces or alters the rights afforded the sworn ranks under LEOBR, COBR, or the due process provided civilian employees as a result of disciplinary action.

3. Procedures

A. This policy does not apply to any contractual/temporary employee.

B. Notification

1. The employee shall receive notification in writing from the Human Resources Director that a hearing will be held in accordance with procedures set forth herein.
2. The employee shall be advised that a recommendation for termination has been made by his supervisor and the reasons for said recommendation.
3. The employee shall be advised of the date, time, and location of the hearing and that he may have representation of his choosing.
4. The employee shall be given no less than ten (10) calendar days' notice of the hearing in writing.

C. Hearing

1. The Chief Deputy or his designee shall serve as the Hearing Supervisor for Harford County Sheriff's Office employees.
2. The Hearing Supervisor shall review the circumstance(s) which led to the recommendation of termination and provide the employee the opportunity to speak on his behalf as well as provide any documentation he may deem to be relevant to the review process.

3. The hearing shall be a matter of record and shall be audibly recorded.

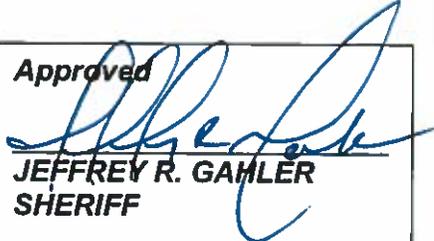
D. Recommendation

1. The Hearing Supervisor shall render a recommendation in writing to the Sheriff within five (5) working days after the scheduled hearing.
2. The recommendation shall include a synopsis of the facts leading to the initial recommendation of termination, the mitigating facts brought forth by the employee and/or his representative, and the rationale as to the hearing Supervisor's recommendation, as well as any documentation submitted and accepted as relevant by the Hearing Supervisor.

E. Sheriff's Decision

1. The Sheriff shall render a final decision within three (3) working days after receipt of the recommendation.
2. The final order and decision of the Sheriff is binding.
3. The final order of the Sheriff may be appealed to the Circuit Court.

F. All hearing board documents will be forwarded to the HR Director at the conclusion of the hearing for retention in the personnel file of the respective deputy involved.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 12/21/17