



Jeffrey R. Gahler,  
Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

## Penalty Assessment Matrix

<b>Distribution:</b>	<b>All Employees</b>	<b>Index:</b>	<b>PER 0207</b>
<b>Responsible Unit:</b>	<b>Planning and Research Division</b>	<b>Rescinds:</b>	<b>PER 0207 dated 10/01/16</b>
		<b>MD Code:</b>	

<b>Issued:</b>	<b>07/01/22</b>	<b>Reviewed:</b>	<b>06/30/22</b>	<b>Next Review:</b>	<b>06/30/25</b>
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### 1. Purpose

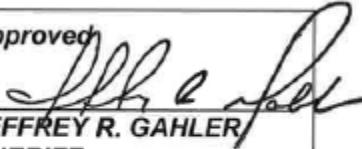
To provide a Penalty Assessment Matrix to all employees as a mechanism to enable the fair and equitable handling of employee discipline.

### 2. Policy

Commanders will be guided by the Penalty Assessment Matrix when determining disciplinary measures to be imposed for administrative misconduct of personnel **other than Law Enforcement Deputies**. The Matrix is a framework for the purpose of providing consistent and fair penalties to all employees, when necessary, unless adherence to the Matrix will result in an injustice to the Harford County Sheriff's Office or the employee. **For Law Enforcement Deputies, refer to HCSO policy PER 0216.**

### 3. Procedures

The Penalty Assessment Matrix begins on the following page; the remainder of this page was intentionally left blank.

Approved  
  
 JEFFREY R. GAHLER  
 SHERIFF  
 DATE 07/01/2022

	Policy Reference	Description	Category					
		<b>Behavior / Conduct / Insubordination</b>						
1	PER 0101 Sec. 4.B.1	Failure to accept a complaint against an HCSO employee in conformance to policy			C			
2	PER 0101 Sec. 4.B.1	Failure to accept a complaint against an HCSO employee involving a criminal, discrimination, or excessive force issue in conformance to policy.		B				
3	PER 0101 Sec. 4.B.2	Discourteous towards public/other employees including use of profanity and/or obscene gestures	A					
4	PER 0101 Sec. 4.B.2	Use of insulting/demeaning language concerning race, sex, religion, personal lifestyle, mental or physical disabilities or personal characteristics				D		
5	PER 0101 Sec. 4.B.4	Unbecoming conduct on or off-duty		B				
6	PER 0101 Sec. 4.B.4	Conduct which brings the HCSO into disrepute			C			
7	PER 0101 Sec. 4.B.5	HCSO employee maliciously threatening/striking/assaulting any other HCSO employee						E
8	PER 0101 Sec. 4.B.6	Fail to obey chain of command	A					
9	PER 0101 Sec. 4.B.6	Failure to perform official HCSO business through proper channels	A					
10	PER 0101 Sec. 4.B.7	Fail to obey lawful order relayed from employee of equal or lesser rank			C			
11	PER 0101 Sec. 4.B.8	Fail to obey lawful order			C			
12	PER 0101 Sec. 4.B.12	Fail to submit to interrogation/interview polygraph for administrative investigation						E
13	PER 0101 Sec. 4.B.12	Fail to submit to medical/chemical test, photographs or lineups						E
14	PER 0101 Sec. 4.B.13	Discussing/disclosing administrative complaint information in violation of policy			C			
15	PER 0101 Sec. 4.B.14	Inappropriate criticism or ridicule of HCSO other County or State agency/judiciary		B				
16	PER 0101 Sec. 4.B.15	Association with persons known to be racketeers, illegal gamblers, felons or persons under criminal indictment without authorization	A					
17	PER 0101 Sec. 4.B.16	Unauthorized visiting a house of prostitution, illegal gambling house or establishment wherein laws of the State/US Government/local subdivision are violated						E
18	PER 0101 Sec. 4.B.17	Affiliating self with group or organization which advocates violence or overthrow of the US, State or local government by any unconstitutional means						E
19	PER 0101 Sec. 4.B.18	Engaging in strike and/or job action						E
20	PER 0101 Sec. 4.B.19	Failing to furnish name, ID number and assignment to properly entitled person	A					
21	PER 0101 Sec. 4.B.19	Failing to carry badge or identification card	A					
22	PER 0101 Sec. 4.B.20	Failure to display badge and/or ID card while taking enforcement action in plainclothes		B				

23	PER 0101 Sec. 4.B.21	Political activity in violation of HCSO policy		B			
		<b>Integrity</b>					
1	PER 0101 Sec. 4.C.1	Failure to make every effort to pay just debts		B			
2	PER 0101 Sec. 4.C.2	Seeking/receiving gifts, gratuities, fees, rewards, subscriptions, etc. in violation of HCSO policy					E
3	PER 0101 Sec. 4.C.3	Misappropriation of HCSO fees					E
4	PER 0101 Sec. 4.C.5	Soliciting from or offering personal information to citizenry for personal gain/reasons			C		
5	PER 0101 Sec. 4.C.5	Soliciting from or offering personal information to violator other than for law enforcement purposes			C		
6	PER 0101 Sec. 4.C.6	False reports and/or information (written and/or oral)					E
7	PER 0101 Sec. 4.C.7	Inaccurate/incomplete reports			C		
8	PER 0101 Sec. 4.C.8	Improper dissemination of official HCSO business			C		
9	PER 0101 Sec. 4.C.8	Removing official HCSO records/reports in violation of HCSO policy	A				
10	PER 0101 Sec. 4.C.8	Identifying a person providing confidential information in violation of HCSO policy				D	
11	PER 0101 Sec. 4.C.9	Knowingly cheating or providing questions/answers to a promotional examination candidate					E
12	PER 0101 Sec. 4.C.10	Bringing/attempting to bring influence on Sheriff			C		
13	PER 0101 Sec. 4.C.11	Unauthorized undertaking of investigation or police action			C		
14	PER 0101 Sec. 4.C.11	Interference with case/investigation assigned to another employee				D	
15	PER 0101 Sec. 4.C.11	Interfering with a lawful arrest and/or prosecution				D	
16	PER 0101 Sec. 4.C.12	Making arrangements/agreements/compromises between criminal and victim to escape punishment			C		
17	PER 0101 Sec. 4.C.12	Failing to report arrangements/agreement/compromises between criminal and victim to escape and/or reduce punishment			C		
18	PER 0101 Sec. 4.C.13	Unauthorized revealing of the identity of covert/plainclothes investigator					E
19	PER 0101 Sec. 4.C.14	Failure to cooperate with legally authorized agencies in the pursuit of justice			C		
20	PER 0101 Sec. 4.C.15	Unauthorized recommending/suggesting product/professional and/or commercial service	A				
21	PER 0101 Sec. 4.C.16	Tampering/manufacturing and withholding evidence and false criminal charges					E
22	PER 0101 Sec. 4.C.17	Fail to process evidence/property in accordance with established procedures			C		
23	PER 0101 Sec. 4.C.17	Converting/misappropriating evidence/property in violation of Agency procedures					E

24	PER 0101 Sec. 4.C.18	Any sexual behavior while on-duty						E
25	PER 0101 Sec. 4.C.18	Sexual behavior in an Agency-owned or leased facility or official vehicle						E
26	PER 0101 Sec. 4.C.19	Intentionally making any materially false written or verbal statement or false testimony						E
<b>Abuse of Position</b>								
1	PER 0101 Sec. 4.D.1	Wearing uniform/representing self in an official capacity while powers are deprived/suspended						E
2	PER 0101 Sec. 4.D.2	Using official position to avoid consequence of illegal act for violation of criminal laws and/or traffic misdemeanors that could result in incarceration						E
3	PER 0101 Sec. 4.D.2	Using Official position to avoid consequence of illegal act for violation of traffic laws		B				
4	PER 0101 Sec. 4.D.2	Using Official position for personal/financial benefit						E
5	PER 0101 Sec. 4.D.3	Unauthorized lending/reproducing of badge and/or ID card						E
6	PER 0101 Sec. 4.D.4	Unauthorized use of position with the HCSO in advertisement/commercial enterprise/testimonial or personal reasons		B				
7	PER 0101 Sec. 4.D.5	Unauthorized signing of petition as a member of the HCSO		B				
8	PER 0101 Sec. 4.D.5	Signing a petition for unlawful purpose		B				
9	PER 0101 Sec. 4.D.6	Divulging HCSO information to the public			C			
10	PER 0101 Sec. 4.D.7	Acting in an official capacity in a civil case		B				
<b>Brutality, Excessive Force &amp; Prisoner Related</b>								
1	PER 0101 Sec. 4.E.1	Mistreatment of prisoner					D	
2	PER 0101 Sec. 4.E.2	Improper release/escape of prisoner			C			
3	PER 0101 Sec. 4.E.3	Failure to provide medical treatment to prisoner			C			
4	PER 0101 Sec. 4.E.3	Failure to provide medical treatment to prisoner which results in serious injury or death					D	
5	PER 0101 Sec. 4.E.4	Failing to search prisoner incident to arrest			C			
6	PER 0101 Sec. 4.E.5	Unnecessary force/excessive force/brutality					D	
7	PER 0101 Sec. 4.E.6	Fail to document or investigate the use of physical force			C			
<b>Discrimination, Harassment &amp; Racial Profiling</b>								
1	PER 0101 Sec. 4.F.1	Improper/unreasonable search					D	
2	PER 0101 Sec. 4.F.2	Engaging in acts of discrimination						E

3	PER 0101 Sec. 4.F.3	Engaging in harassment							E
4	PER 0101 Sec. 4.F.4	Retaliation							E
5	PER 0101 Sec. 4.F.5	Detaining individuals based on discrimination							E
6	PER 0101 Sec. 4.F.6	Racial profiling of motorists							E
7	PER 0101 Sec. 4.F.7	Taking enforcement action based upon discrimination							E
<b>Conformance to Laws, Policies, and Procedures</b>									
1	PER 0101 Sec. 4.G.2	Fail to notify commanding officer after being charged with a crime/traffic citation				C			
2	PER 0101 Sec. 4.G.2	Being charged with a criminal law and/or a traffic violation that could result in incarceration							E
3	PER 0101 Sec. 4.G.2	Being charged with a traffic violation or civil violation			B				
4	PER 0101 Sec. 4.G.3	Failure to obey traffic laws while operating an official vehicle	A						
5	OPS 0103 Sec. 4.D	Unintentional body-worn camera use/deactivation violations	A						
6	OPS 0103 Sec. 4.D	Intentional non-policy directed body-worn camera use/activation/deactivation violations				C			
<b>Alcohol and CDS and Tobacco</b>									
1	PER 0101 Sec. 4.H.1	Unauthorized drinking of intoxicating beverages while in uniform and/or on-duty							E
2	PER 0101 Sec. 4.H.2	Reporting to work with measurable amount of alcohol in blood						D	
3	PER 0101 Sec. 4.H.2	Driving HCSO vehicle with a measurable amount of alcohol present in the employee's body						D	
4	PER 0101 Sec. 4.H.3	Consuming alcohol while on an active on-call list			B				
5	PER 0101 Sec. 4.H.4	Continuing to consume alcohol after being recalled to duty				C			
6	PER 0101 Sec. 4.H.5	Unauthorized bringing of alcoholic beverages into buildings owned/controlled/occupied by HCSO	A						
7	PER 0101 Sec. 4.H.6	Unauthorized transport of alcohol in HCSO vehicles	A						
8	PER 0101 Sec. 4.H.7	Use of CDS, narcotic, hallucinogen in violation of established policy							E
9	PER 0101 Sec. 4.H.8	Reporting to duty while using medications in violation of established policy							E
10	PER 0101 Sec. 4.H.9	Use of tobacco in violation of policy	A						
<b>Firearm and Weapons</b>									
1	PER 0101 Sec. 4.I.1	Carrying unapproved firearm on-duty				C			
2	PER 0101 Sec. 4.I.1	Carrying unapproved firearm off-duty				C			
3	PER 0101 Sec. 4.I.1	Carrying unapproved shotgun or rifle				C			

4	PER 0101 Sec. 4.1.2	Unauthorized/careless use/handling/display of weapon		B			
5	PER 0101 Sec. 4.1.3	Use of unapproved ammunition			C		
6	PER 0101 Sec. 4.1.4	Wearing unapproved holster on-duty or off-duty		B			
7	PER 0101 Sec. 4.1.5	Failure to properly secure weapon in vehicle (resulting in injury/wounding)				D	
8	PER 0101 Sec. 4.1.5	Failure to properly secure weapon in vehicle			C		
9	PER 0101 Sec. 4.1.5	Failure to properly secure weapon at a HCSO facility (resulting in injury/wounding)				D	
10	PER 0101 Sec. 4.1.5	Failure to properly secure weapon at a HCSO facility			C		
11	PER 0101 Sec. 4.1.5	Failure to properly secure weapon at home/residence (resulting in injury/wounding)				D	
12	PER 0101 Sec. 4.1.5	Failure to properly secure weapon at home/residence			C		
13	PER 0101 Sec. 4.1.6	Discharging firearm in violation of Agency policy resulting in injury or death					E
14	PER 0101 Sec. 4.1.6	Discharging firearm in violation of Agency policy (no injury)			C		
15	PER 0101 Sec. 4.1.7	Firearms in court violations		B			
		<b>Vehicle Operation</b>					
1	PER 0101 Sec. 4.J.1	Unauthorized use of Agency vehicle in violation of Agency vehicle policy	A				
2	PER 0101 Sec. 4.J.2	Allowing an unauthorized person to operate an HCSO owned/leased vehicle			C		
3	PER 0101 Sec. 4.J.3	Operating an HCSO owned/leased vehicle out of state while off-duty without authorization			C		
4	PER 0101 Sec. 4.J.4	Operating an HCSO owned/leased vehicle ON CALL outside 45 min response		B			
5	PER 0101 Sec. 4.J.5	Agency vehicle collisions (damage \$5,000 or less)	A				
6	PER 0101 Sec. 4.J.5	Agency vehicle collisions (damage greater than \$5,000)		B			
7	PER 0101 Sec. 4.J.5	Agency vehicle collision through reckless operation			C		
8	PER 0101 Sec. 4.J.5	Agency vehicle collision through negligent operation resulting in fatality				D	
9	PER 0101 Sec. 4.J.5	Agency vehicle collision through reckless operation resulting in fatality					E
10	PER 0101 Sec. 4.J.6	Failure to comply with regulations on operation/maintenance of HCSO vehicle	A				
11	PER 0101 Sec. 4.J.6	Failure to comply with regulations on operation/maintenance of HCSO vehicle resulting in damage to vehicle's engine or other vehicle parts/systems		B			
		<b>Equipment &amp; Agency Computers</b>					

1	PER 0101 Sec. 4.K.1	Use of HCSO phones and fax machines in violation of HCSO policy	A				
2	PER 0101 Sec. 4.K.1	Use of HCSO computer equipment in violation of policy			C		
3	PER 0101 Sec. 4.K.2	Damaging HCSO equipment (unintentional)	A				
4	PER 0101 Sec. 4.K.2	Damaging HCSO equipment (intentional)			C		
5	PER 0101 Sec. 4.K.2	Losing HCSO equipment		B			
6	PER 0101 Sec. 4.K.2	Converting/misappropriating HCSO equipment or property				D	
7	PER 0101 Sec. 4.K.3	Intentionally violating the in-car camera system and MVR equipment operating procedures			C		
8	PER 0101 Sec. 4.K.4	Failure to report damage/loss of Agency equipment in conformance to policy		B			
9	PER 0101 Sec. 4.K.5	Unauthorized repair/adjustment or modification of Agency equipment		B			
10	PER 0101 Sec. 4.K.6	Unauthorized use of law enforcement computer systems or databases			C		
11	PER 0101 Sec. 4.K.7	Unauthorized access of files and operations while using Agency computer systems and equipment		B			
12	PER 0101 Sec. 4.K.8	Use of HCSO computer equipment in violation of policy not to read/view/download pornography				D	
		<b>Supervisory Responsibilities</b>					
1	PER 0101 Sec. 4.L.1	Failure of supervisor to effectively manage personnel and resources			C		
2	PER 0101 Sec. 4.L.4	Reckless supervision					E
3	PER 0101 Sec. 4.L.5	Issuing an improper/illegal order contrary to law or policy			C		
		<b>Neglect of Duty</b>					
1	PER 0101 Sec. 4.M.1	Failing to submit required report		B			
2	PER 0101 Sec. 4.M.1	Late report		B			
3	PER 0101 Sec. 4.M.1	Failure to submit an accurate, complete, and/or appropriate HCSO form		B			
4	PER 0101 Sec. 4.M.2	Failure to submit written/oral report on order of competent authority regarding an investigation related to performance of duty					E
5	PER 0101 Sec. 4.M.4	Failure to report information concerning organized crime, racketeering, vice conditions, etc.					E
6	PER 0101 Sec. 4.M.5	Unauthorized contact with the media	A				
7	PER 0101 Sec. 4.M.7	Absent without Leave (AWOL)			C		
8	PER 0101 Sec. 4.M.8	Lateness for duty	A				

9	PER 0101 Sec. 4.M.8	Physically/mentally unfit for duty	A				
10	PER 0101 Sec. 4.M.8	Failure to be properly equipped to immediately perform duties	A				
11	PER 0101 Sec. 4.M.9	Fail to log or be logged on in the appropriate manner to note start/end of shift	A				
12	PER 0101 Sec. 4.M.10	Fail to notify the Agency of inability to report due to sickness/other causes	A				
13	PER 0101 Sec. 4.M.11	Abusing sick leave by feigning illness or injury		B			
14	PER 0101 Sec. 4.M.12	Failure to take/respond to request for assistance/advice from public		B			
15	PER 0101 Sec. 4.M.13	Failure to maintain appearance/uniform in conformance to Agency policy and procedure	A				
16	PER 0101 Sec. 4.M.13	Obtaining body modification, e.g. tattoo, in violation of Agency policy					E
17	PER 0101 Sec. 4.M.16	Incompetence					E
18	PER 0101 Sec. 4.M.18	Employees will follow established procedures for processing complaints against personnel	A				
19	PER 0101 Sec. 4.M.20	Employees will be punctual in attendance to all calls, appointments, and other assignments	A				
20	PER 0101 Sec. 4.M.21	Engaged in personal business or activity on-duty causing neglect or inattention to duty		B			
21	PER 0101 Sec. 4.M.22	Neglect of duty			C		
22	PER 0101 Sec. 4.M.23	Failure to comply with traffic stop reporting procedures	A				
23	PER 0101 Sec. 4.M.24	Unauthorized absence from assigned place of work during tour of duty	A				
24	PER 0101 Sec. 4.M.25	Failure to remain awake and alert while on-duty		B			
25	PER 0101 Sec. 4.M.26	Unauthorized meal period	A				
		<b>Off-Duty Conduct and Secondary Employment</b>					
1	PER 0101 Sec. 4.N.1	Violating limitations on off-duty Secondary employment/extra-duty overtime hours		B			
2	PER 0101 Sec. 4.N.1	Off-duty Secondary employment in violation of HCSO policy		B			
3	PER 0101 Sec. 4.N.1	Unapproved Secondary employment		B			
4	PER 0101 Sec. 4.N.1	Working off-duty Secondary employment while on sick leave		B			
5	PER 0101 Sec. 4.N.1	Unauthorized use/wearing HCSO-issued equipment while working Secondary employment		B			
6	PER 0101 Sec. 4.N.2	Performing Secondary employment while on-duty with the HCSO					E
7	PER 0101 Sec. 4.N.3	Fail to leave contact information while ordered to inactive on-call duty status	A				