




# Howard County

---

## *Internal Memorandum*

**Subject:** Testimony & Fiscal Impact Statement – Administrative Charging Committee and Trial Board

**To:** Brandee Ganz  
Chief Administrative Officer

**From:** Patrick Pope   
Assistant Chief Administrative Officer

**Date:** October 26, 2023

The Department of County Administration has been designated coordinator for preparation of testimony in support of Council Bill \_\_\_ -2023 that codifies Administrative Charging Committee (“ACC”) and Trial Board provisions in accordance with Title 3, Subtitle 1 of the Public Safety Article of the Annotated Code of Maryland.

The Administrative Charging Committee and a Trial Board are established by Title 3, Subtitle 1 of the Public Safety Article of the Annotated Code of Maryland to, respectively, perform administrative charging functions and adjudicate all matters for which a police officer is subject to discipline.

In accordance with State law, the Bill sets out various membership-related provisions for the ACC and the method of selection. The PAB Chair (or a designee) is automatically a member of the ACC, who shall serve a term concurrent with their PAB term. The ACC will also consist of two civilian members selected by the PAB and two civilian members selected by the County Executive. The Bill includes the qualifications to serve on the ACC as well as the reasons an individual may be excluded from possible membership in accordance with COMAR 12.04.09. Civilian members shall serve 3-year terms. The Bill codifies the duties of the ACC in accordance with Section 3-104(b) of the Public Safety Article of the Annotated Code of Maryland.

The Bill also establishes authority to pay a stipend to members of the ACC for the administration of their duties. Members of the ACC will be subject to the County’s Ethics Laws and Financial Disclosure process. The County Executive shall include a budget for the ACC in the annual budget ordinance and staff shall be provided.

As to the Trial Board, the Bill provides that the law enforcement agency shall establish a trial board process that is in accordance with Section 3-106 of the Public Safety Article of the Annotated Code of Maryland. A civilian member of the Trial Board shall be subject to the County’s Ethics Laws and Financial Disclosure process.

## Fiscal Impact

Due to the potential for significant time commitment, the administration intends to provide ACC members a \$3,000 annual stipend. The administration also plans to contract with the Maryland Office of Administrative Hearings to supply administrative law judges as the trial board chair. Any current year expenses will be covered with the Fiscal 2024 budget. Additional ongoing expenses will be included in the Fiscal 2025 Executive proposed operating budget.