

**Preliminary Notice of Disciplinary Action (31-A)**  
 DEPARTMENT OF PERSONNEL - STATE OF NEW JERSEY

**INSTRUCTIONS:** This notice must be served on a permanent employee or an employee serving a working test period in the career service against whom one or the following types of disciplinary action is contemplated: (a) a suspension or fine for more than five working days at any one time; (b) suspension or fine for five working days or less where the aggregate number of days suspended or fined in any one calendar year is 15 working days or more; (c) the last suspension or fine which an employee receives more than three suspensions or fines of five working days or less in a calendar year; (d) disciplinary demotion from a title to which the employee has permanent status or to which the employee has received a regular appointment; (e) removal; (f) resignation not in good standing. A copy of this preliminary notice must be sent to the Department of Personnel. Subsequent to the day of hearing by the appointing authority, the employee and the Department of Personnel must be served with Form DPF-31 B, Final Notice of Disciplinary Action.

FROM:	JURISDICTION (Local Service)		DEPARTMENT	
	BURLINGTON COUNTY		JAIL	
TO:	DIVISION, INSTITUTION OR AGENCY	STATE PAYROLL NUMBER	ADDRESS	DATE
			54 GRANT STREET, MT. HOLLY, N.J.	1-14-08
NAME OF EMPLOYEE	TITLE		SOCIAL SECURITY NUMBER	
	DOUGLAS B. CHILTON		County Correction Officer	
CITY AND STATE				

1. You are hereby notified that the following charge(s) has been made against you:  
 (If necessary, use additional sheets and attach.)

**CHARGE(S):**

- NJAC 4A:2-2.3(a) 1, 7, 11
- 1. Incompetency, inefficiency or failure to perform duties.
- 7. Neglect of Duty
- 11. Other Sufficient Cause-Viol. BCDF/CWRC Policy & Procedure Manual dated 2/1/04. Sections 1023, 1024, 1026, 1029, 1079, 1100

**SPECIFICATION(S):**

On 12/4/07, C/O D.B. Chilton called Center Control & spoke w/Sgt. Hernandez volunteering to work OT on 7-3 shift. OT was granted. Officer Chilton was present in the facility @ 7:00 for line-up & roll-call & given Post assignment. By Officer Chilton's own admission upon hearing his Post assignment, left line-up departing the facility. Upon his exiting the facility he asked C/O Torres to relay a Msg. to Center Control that he (Officer Chilton) was leaving due to his Post assignment.

If checked, charges are continued on attached page

If checked, specifications are continued on attached page

You are hereby suspended effective \_\_\_\_\_  
 (Check box and indicate if employee is suspended pending final disposition of the matter)

2.  IF YOU DESIRE A HEARING BEFORE THE APPOINTING AUTHORITY ON THE ABOVE CHARGE(S), NOT BY THIS OFFICE WITHIN \_\_\_\_\_ SEVERAL \_\_\_\_\_ DAYS OF RECEIPT OF THIS FORM IF YOU REQUEST A HEARING IT WILL BE HELD

ON, FRIDAY, FEBRUARY 1, 2008 at (time) 12:30 pm at (place of hearing) 54 GRANT ST., MT. HOLLY, NJ 08060

\* Must be minimum of five days

3. The following disciplinary action may be taken against you:

- Suspension for \_\_\_\_\_ days, beginning \_\_\_\_\_ and ending \_\_\_\_\_ To be Determined
- Indefinite suspension pending criminal charges effective (date) \_\_\_\_\_
- Removal, effective (date) \_\_\_\_\_
- Demotion to position of \_\_\_\_\_ effective (date) \_\_\_\_\_
- Resignation not in good standing, effective (date) \_\_\_\_\_
- Fine \$ \_\_\_\_\_ amount which is equal to \_\_\_\_\_ days pay
- Other disciplinary action: \_\_\_\_\_ (specify on attached page)

SIGNATURE: [Signature] TITLE: JAIL ADMINISTRATOR/WARDEN  
 (Appointing Authority or authorized agent)

**NOTICE:** Your health insurance coverage may be affected by this action; check with your Personnel Office.

Method of Service	<input type="checkbox"/> PERSONAL SERVICE	EMPLOYEE SIGNATURE OR NAME OF SERVER	DATE SERVED
	<input checked="" type="checkbox"/> CERTIFIED OR REGISTERED MAIL	Give date of receipt by employee or agent as shown on return receipt postal card and the receipt number: 7006 2190 0002 0450 040	RECEIVED DATE

Chilton, CSV 4068-09

# Final Notice of Disciplinary Action (31-B)

DEPARTMENT OF PERSONNEL - STATE OF NEW JERSEY

**INSTRUCTIONS:** This notice must be served on a permanent employee or an employee serving a working test period in the career service after a hearing if one of the following types of disciplinary action is taken: (a) suspension or fine for more than five working days at any one time; (b) suspension or fine for five working days or less where the aggregate number of days suspended or fined in any one calendar year is 15 working days or more; (c) the last suspension or fine where an employee receives more than three suspensions or fines of five working days or less in a calendar year; (d) disciplinary demotion from a title in which the employee has permanent status or received a regular appointment; (e) removal; or (f) resignation not in good standing. If the employee does not request or does not appear at the hearing, this notice must be served as the final action. A copy of this notice must be sent to the Department of Personnel and served on the employee by personal service or certified or registered mail.

FROM:	JURISDICTION (Local Service) BURLINGTON COUNTY	DEPARTMENT JAIL
	DIVISION INSTITUTION OR AGENCY	STATE PAYROLL NUMBER ADDRESS
TO:	NAME OF EMPLOYEE DOUGLAS B. CHILTON	TITLE County Correction Officer
	S	CITY

DATE  
12/4/08

SOCIAL SECURITY NUMBER

MAILED, CERTIFIED & REGULAR MAIL

On JANUARY 14, 2008 you were ~~served~~ a Preliminary Notice of Disciplinary Action (DPF-31A) and notified of the pending disciplinary action.

- You requested a hearing which was held on FEBRUARY 1st, 2008
- You did not request a hearing.
- You requested a hearing and did not appear at the designated time and place.

The following charge(s) was dismissed:

The following charge(s) was sustained:

- NJAC 4A:2-2.3(a)1, 7, 11
- 1. INCOMPETENCY, INEFFICIENCY OR FAILURE TO PERFORM DUTIES
- 7. NEGLECT OF DUTY
- 11. OTHER SUFFICIENT CAUSE-VIOL. BCDP/CWRC POLICY & PROCEDURE MANUAL DATED 2/1/04, SECTIONS 1023, 1024, 1026, 1079, 1100

If checked, charges are continued on attached page

If checked, charges are continued on attached page

SUSP DATES: 2/18, 2/19, 2/20, 2/25, 2/26, 2/27, 3/5/09

2. The following disciplinary action has been taken against you:

- Suspension for SEVEN days, beginning 2/18/09 and ending 3/5/09
- Indefinite suspension pending criminal charges effective (date) \_\_\_\_\_
- Removal, effective (date) \_\_\_\_\_
- Demotion to position of \_\_\_\_\_ effective (date) \_\_\_\_\_
- Resignation not in good standing, effective (date) \_\_\_\_\_
- Fine \$ \_\_\_\_\_ which is equal to \_\_\_\_\_ days pay
- Other disciplinary action: (explain on attached page)

SIGNATURE [Signature] TITLE JAIL ADMINISTRATOR/WARDEN

3. Method of Service (Check One)	<input type="checkbox"/> PERSONAL SERVICE	EMPLOYEE SIGNATURE OR NAME OF SERVER	DATE SERVED
	<input checked="" type="checkbox"/> CERTIFIED OR REGISTERED MAIL	Give date of receipt by employee or agent as shown on return receipt postal card and the receipt number:	REGULAR MAIL 7005 3110 0003 6416 2742

**4. APPEAL PROCEDURE TO THE EMPLOYEE:** You have a right to appeal disciplinary actions: (a) suspension or fines of more than five days at one time; (b) suspensions or fines more than three times or for an aggregate of more than fifteen days in one calendar year; (c) disciplinary demotion; (d) removal or (e) resignation not in good standing. Your letter of appeal must be filed with the Merit System Board within 20 days of receipt of this form. Appeals must be sent to: **Merit System Board, 3 Station Plaza, 44 S. Clinton Avenue, PO Box 312, Trenton, N.J. 08625-0312.** Appeals must be sent directly to the Merit System Board. Do not give your appeal to your Personnel Office for forwarding to the Merit System Board.

**NOTICE:** Your health insurance coverage may be affected by this action; check with your Personnel Office.

DPF-31-B Revised 9-20-02  
DISTRIBUTION White (Original for Employee), Canary (Union Representative), Pink (Management), Goldenrod (Department of Personnel).  
When using a form downloaded from the web you still must provide the indicated above number of copies to all parties.