

1st Officer

DISCIPLINARY ACTION CHECK LIST

PART I

FOR THE DEPARTMENT HEAD

Name of accused employee	Title
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Part I is to be filled out by the Department Head to assist him in following correct procedures when he initiates and recommends to the Master formal disciplinary action against any member of his department. If any of the following questions are answered in the negative, the Department Head should explain on the reverse side of the check list the reasons for the negative reply.

1. Have you obtained the advice of the Purser concerning the correct procedures to follow in initiating this action? (CMPI 750.2-5a)
2. Did you initiate this action as promptly as practicable after you learned of the commission of the offense? (CMPI 750.1-4b)
3. Have you obtained signed statements (both pro and con) from all witnesses who have knowledge of the offense? (CMPI 750.3-2e)
4. Have you discussed with the accused employee the reported offense as well as all disciplinary actions within the current reckoning period that were shown on the Ship Record Card? (CMPI 750.5-3a(1)
5. Did you allow the accused employee full opportunity to examine the evidence, including the witness statements, and to explain to you his position concerning the reported offense as well as any previous disciplinary actions that are within the current reckoning period?
6. Did you obtain from the accused employee a signed statement of his position concerning the reported offense and his past record, even though he may have admitted committing the offense?
7. Have you prepared Disciplinary Report - Section A?
8. Did you provide a brief description of the details of the offense in paragraph 1 of the Section A?
9. Did you show in paragraph 1 of the Section A which charge (taken from Column A of the Schedule of Charges and Penalties) you believe the accused employee violated?
10. If you showed in paragraph 1 of the Section A that Charge #8 of the Schedule was violated, did you also show the number of the Ship's Order which you believe the accused employee violated?
11. Did you list, under paragraph 2 on the Section A, the names and titles of all witnesses who have knowledge of the offense?
12. Did you attach to the Section A a signed statement from each of the witnesses whose names you listed under paragraph 2 of the form?
13. Did you check one of the blocks under paragraph 3 on the Section A, thereby recommending to the Master the minimum penalty which you believe will correct the future behavior of the employee?
14. Did you provide, under paragraph 4 of the Section A, sufficient comments on the case so that the Master may make a proper decision?
15. Are you satisfied that you have followed to the best of your ability the procedural requirements of CMPI 750 in this case?

After you have answered all of the above questions, you should forward this Check List to the Master, together with Section A of the Disciplinary Report, the Employee Ship Record Card, the statements of the witnesses and the accused employee, and all other evidence pertinent to the case.

Encl (1)