OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland
Raymond M. Kight, Sheriff

GENERAL ORDERS/PERSONNEL PROCEDURES

Subject:	Number:	Effective Date:
Supervisor's Documentation Form (MCSO90)	**2.05**	**04/11/05**

Purpose: The Supervisor's Documentation Form (MCSO90) is utilized to document outstanding performance and non-disciplinary corrective counseling or training resulting from minor infractions of rules, polices, or procedures. **11.3.2**

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I. Outstanding Performance (26.1.2)

The Supervisor's Documentation Form provides a method to document outstanding performance of employees.

A. Outstanding performance must be determined and documented by the supervisor.

B. Supervisors should consider nominating employees for performance awards, when appropriate, pursuant to General Orders/Personnel Procedures 2.09, Awards and Recognition Program.

II. Non-Disciplinary Corrective Counseling or Training (35.1.6)

A. If an incident involves a minor infraction of a rule, policy, or procedure, the supervisor must initially determine whether the incident should be handled through the disciplinary process pursuant to General Orders/Personnel Procedures 2.03, Disciplinary Process, or through the use of the Supervisor's Documentation Form. This decision must be made prior to asking the employee for an explanation of the incident. **(26.1.4.c., 26.1.5)**

B. Examples of incidents when, at the discretion of the supervisor, the Supervisor's Documentation Form may be used for non-disciplinary corrective counseling or training include: tardiness, disruptive comments or behavior, missing or late for a detail, improper parking or operation of office vehicles, or other minor infractions which should be immediately pointed out and corrected. **(26.1.4.a., 26.1.4.b.)**

C. The form may also be used at the discretion of the employee's Division Captain for minor citizen-generated complaints when the Section Lieutenant and Division Captain determine the incident does not warrant disciplinary action, but feel the incident should be documented and the behavior corrected. Examples of this would be a citizen observing an improperly parked Office vehicle or complaining about an employee's attitude or demeanor. The Division Captain or Section Lieutenant must advise the citizen that the complaint will be investigated, documented and if verified may result in the employee receiving counseling. **(26.1.4.a., 26.1.4.b., 26.1.5)**

III. Maintenance of Records

Under no circumstances may the Supervisor's Documentation Form be completed and filed without the employee being given an opportunity to review, make written comments, and sign the form. In the event the employee declines to sign the form, the supervisor must enter "Refused" in the appropriate field.

A. Outstanding Performance

All Supervisor's Documentation Forms, completed as the result of "Outstanding Performance", must be maintained in the following manner:

1. The original must be maintained in the Performance Planning and Evaluation file of the employee and attached to the current evaluation form. The Supervisor's Documentation Form becomes part of the employee's service record.

2. A copy of the Supervisor's Documentation Form must be provided to the employee.

B. Non-Disciplinary Corrective Counseling or Training

All Supervisor's Documentation Forms, completed as the result of "Non-Disciplinary Corrective Counseling or Training", must be maintained in the following manner:

1. The original must be maintained in the Performance Planning and Appraisal File of the employee for a period of one (1) year. After the year has ended the Supervisor's Documentation Form must be destroyed. Under no circumstances may a Supervisor's Documentation Form, completed as the result of "Non-Disciplinary Corrective Counseling or Training", become part of the employee's service record unless it is incorporated in or attached to a related personnel action. **(26.1.8)**

2. A copy of the Supervisor's Documentation Form must be provided to the employee.

IV. CALEA Standards

11.3.2, 26.1.2, 26.1.4.a., 26.1.4.b., 26.1.4.c., 26.1.5, 26.1.8, 35.1.6

V. Cancellation

This directive cancels and replaces General Orders/Personnel Procedures 2.05, Effective *11/30/01. Shred replaced directive.*

AUTHORITY:

Raymond M. Kight, Sheriff
4/11/05