



MEMORANDUM OF NOTIFICATION

FC No.: 304
Date: 11-27-18

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

Contents:

- I. Procedure
- II. CALEA Standards**
- III. Proponent Unit**
- IV. Cancellation**

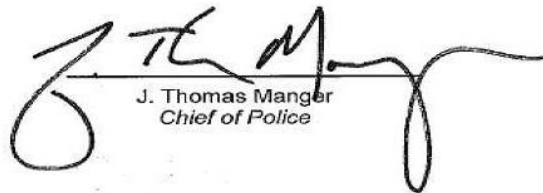
I. Procedure

- A. An MCP 552, "Memorandum of Notification," shall be used whenever any information is to be placed into an employee's personnel file (includes unit files). This procedure does not apply when the MCP 30, "Supervisor's Documentation Form," is used.
- B. Mark the category(ies) that most closely represent the subject matter.
- C. Distribution
One original and two copies of the MCP 552 will be distributed as follows:
 - 1. Original to the employee,
 - 2. One copy placed in the station level file, and
 - 3. One copy forwarded with the rest of the package to the respective bureau chief via the chain of command.

II. CALEA Standards: 82.3.5

III. Proponent Unit: Personnel Division

IV. Cancellation: This directive cancels Function Code 304, effective 10-31-03.


J. Thomas Manger
Chief of Police