



# SUPERVISOR'S DOCUMENTATION FORM (MCP 30)

**FC No.:** 372

**Date:** 07-02-18

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)

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### **I. Purpose and Use**

- A. The purpose of the MCP 30, "Supervisor's Documentation Form," is to document outstanding performance, probationary employee performance evaluations, and non-disciplinary corrective counseling resulting from minor infractions of rules, policies, or procedures.

- B. Outstanding Performance

Outstanding performance will be determined by the supervisor and will not be limited by definition. Supervisors should consider nominating employees for performance awards, when appropriate, pursuant to FC 360, "Awards."

- C. Probationary Employees

FC 370, "Performance Evaluation for Police Employees," contains procedures relating to MCP 30 use for probationary employee performance evaluations.

- D. Non-Disciplinary Corrective Counseling

The following are examples of incidents when, at the discretion of the supervisor, the MCP 30 may be used for non-disciplinary corrective counseling: tardiness, disruptive comments or behavior, failure to make timely radio responses, missing/late for a detail, improper parking or operation of police vehicles, or other minor infractions which should be immediately pointed out and corrected.

- E. Documenting Minor Complaints

The MCP 30 may also be used in conjunction with the MCP 302, "Intake Form," to document minor internally or externally generated complaints. This will be done when the supervisor and district/unit commander determine the incident does not warrant disciplinary action but feel the incident should be documented in the supervisory file and the behavior corrected. This does not preclude the need for documenting all complaints on the MCP 580, "Department of Police Complaint Form" (refer to FC 301, "Disciplinary Process"), forwarding these to Internal Affairs Division (IAD), and completing an investigation by way of the MCP 302.

F. Supervisors Outside the Chain of Command

Intermediate supervisors and executive officers outside the employee's chain of command may utilize the MCP 30 for documentation of performance that comes to their attention. Any inappropriate behavior can be documented on the MCP 30 before forwarding it to the employee's immediate supervisor, however, a notation that no counseling session took place will be noted on the MCP 30. This does not prevent the intermediate supervisor or executive officer outside the employee's chain of command from taking reasonable measures to stop behavior that poses a safety risk, frustrates the mission at hand, or reflects unfavorably on the department. The intermediate supervisor should indicate to the immediate supervisor that the document is being forwarded to the immediate supervisor's attention for incorporation into the supervisory file in order to maintain a record of performance of the affected employee. The immediate supervisor will then determine whether to include the document in the supervisory file if it is relevant to the employee's performance. The immediate supervisor will maintain control of all contents going into the supervisory file and the employee will have the opportunity to see the documents and provide comments prior to the document's entry. The MCP 30 will then be included in the supervisory file along with the MCP 302 as a record of the supervisor's action.

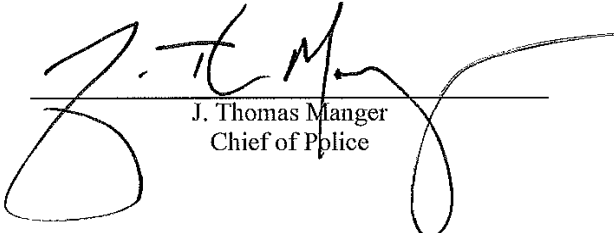
II. **Procedure**

- A. If the incident being addressed involves a minor rule or procedural violation, the supervisor will first determine whether the matter warrants disciplinary or corrective action. While all citizen and employee complaints will be forwarded to IAD for tracking purposes, minor events such as tardiness may be handled via MCP 30 with retention at the unit level.
- B. Completed MCP 30 forms will be maintained in accordance with the following agreements and procedures:
  - 1. Collective Bargaining Agreement – Fraternal Order of Police (FOP), Article 51, Section D.
  - 2. Collective Bargaining Agreement – Municipal and County Government Employees Organization (MCGEO), Article 46.
  - 3. Montgomery County Personnel Regulations, Section 4.
- C. Under no circumstances will the MCP 30 be completed and filed without the employee being given an opportunity to review, make written comments, and receive a copy.

III. **CALEA Standards: 26.1.4, 26.1.5**

IV. **Proponent Unit: Personnel Division**

V. **Cancellation: This directive cancels Function Code 372, effective date 12-22-02.**



J. Thomas Manger  
Chief of Police