



OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland
Darren M. Popkin, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

Subject: <i>Performance Documentation Forms</i>	Number: 2.05	Effective Date: 11/12/20
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Purpose: *The Compliment/Commendation Form (MCSO110) is utilized to document and track the outstanding performance of an employee.* The Supervisor's Documentation Form (MCSO90) is utilized to document *and track* non-disciplinary corrective counseling or training resulting from minor infractions of rules, policies, or procedures.

Contents:

- I. Outstanding Performance
- II. Non-Disciplinary Corrective Counseling or Training
- III. Maintenance of Records
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I. Outstanding Performance

The *Commendation* Form (*MCSO110*) 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

- 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 (*MCSO90*). This decision must be made prior to asking the employee for an explanation of the incident.
- B. Examples of incidents when, at the discretion of the supervisor, the Supervisor's Documentation Form (*MCSO90*) 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.

- C. The form may also be used at the discretion of the employee's Division Captain for minor resident-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 resident observing an improperly parked Office vehicle or complaining about an employee's attitude or demeanor. The Division Captain or Section Lieutenant must advise the resident that the complaint will be investigated, documented and if verified may result in the employee receiving counseling.

III. Maintenance of Records

Under no circumstances may the Supervisor's Documentation Form (*MCSO90*) 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. Employee Commendations or Compliments

Any individual may submit a Commendation/Compliment Form (MCSO110). All completed Commendation/Compliment Forms (MCSO110) must be submitted to the Chief Deputy through the employee's chain of command, beginning with the employee's immediate supervisor. If the commendation is received from a non-Sheriff's Office employee, the employee who accepts initial receipt of the commendation must forward the documentation to the commended employee's immediate supervisor. The forms must be maintained in the following manner:

1. *A copy must be maintained in the Performance Planning and Evaluation file of the employee and attached to the current evaluation form. The Commendation Form (MCSO110) becomes part of the employee's service record.*
2. *The original Commendation Form (MCSO110) must be provided to the employee.*

B. Non-Disciplinary Corrective Counseling or Training

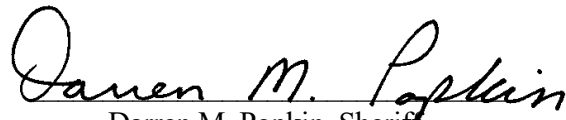
All Supervisor's Documentation Forms (*MCSO90*) completed as the result of "Non-Disciplinary Corrective Counseling or Training", must be maintained in the following manner:

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 (*MCSO90*) must be destroyed. Under no circumstances may a Supervisor's Documentation Form (*MCSO90*) 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.
2. A copy of the Supervisor's Documentation Form (*MCSO90*) must be provided to the employee.

IV. **Cancellation**

This directive cancels and replaces General Orders/Personnel Procedures 2.05, Effective *04/11/05*.

AUTHORITY:


Darren M. Popkin, Sheriff
11/12/2020