



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



GENERAL ORDERS/PERSONNEL PROCEDURES

Subject: Memorandum of Notification	Number: 2.06	Effective Date: 06/17/05
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Purpose: To establish procedure for the use of the Sheriff's Office Memorandum of Notification *Form, (MCSO13)* in accordance with *Md. Code, Public Safety Article, Law Enforcement Officers' Bill of Rights and Administrative Procedure 4-8.*

Contents:

- I. Procedure
- II. Distribution
- III. Cancellation

I. Procedure

A. A Memorandum of Notification (MCSO13) *must* be *completed* whenever any information is to be placed into an employee's personnel file (includes unit files).

(1) This procedure does not apply *to a* Supervisor's *Documentation* Form, (MCSO90) *or to routine personnel documentation.*

B. *The* category that most closely represents the subject matter *will be marked.*

C. *All supporting documentation will be attached to the original and each required copy of the Memorandum of Notification (MCSO13) prior to distribution.*

II. Distribution

Three copies will be made of the *original Memorandum of Notification* (MCSO13) with distribution to be as follows:

A. Original to the employee.

- B. One copy placed in the Section Supervisor file.
- C. One copy to the *employee's* Division Captain.
- D. One copy to the Chief Deputy.

III. Cancellation

This General Orders/Personnel Procedures cancels and replaces General Orders/Personnel Procedures 2.06, Effective Date: **05/01/95. Shred replaced directive.**

AUTHORITY:



Raymond M. Kight, Sheriff

6/17/05