



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



GENERAL ORDERS/PERSONNEL PROCEDURES

Subject: Memorandum of Notification	Number: 2.06	Effective Date: 11/16/20
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Purpose: To establish procedures 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, *Montgomery County Personnel Regulation Section 4-4 Records - Supervisor's addition of documents to employee record and the Collective Bargaining Agreement between Montgomery County Government and the Montgomery County Government Employees Organization Local 1994 (MCGEO) Section 46-4, Records – Supervisory File.*

Contents:

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

I. Procedure

- A. A Memorandum of Notification (MCSO13) must be completed whenever any information, *as noted on the MCSO13*, is placed into an employee's personnel file.
 - (1) This procedure does not apply to a Supervisor's Documentation Form (MCSO90) or to routine personnel documentation.
 - (2) *This procedure does not apply to the insertion of adverse material into an Office of Professional Responsibility file.*
- B. All categories which represent 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:

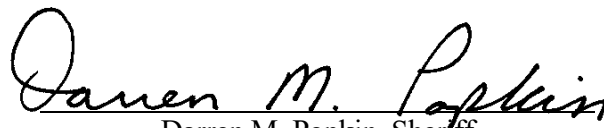
- A. Original to the employee.
- B. One copy placed in the Section Supervisor file.

- 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: **06/17/05**.

AUTHORITY:


Darren M. Popkin, Sheriff
11/16/2020