



PERSONNEL FILE SUMMARY

Department of Public Safety and Correctional Services

Last Name:				First Name:		M.I.	Social Security Number:	
W Number:		Home Address:						
Does this file summary pertain to a current or former employee?				Current employee Former employee			Cost Center:	
Name of the current/former facility:								
If this individual is a former employee, please indicate the last day of employment and the reason for separation:								
Was an MS 106 filed? YES NO		If an MS 106 was filed, list the facilities where the employee is/was barred:						
Is this individual being brought back as a result of a settlement? (If yes, attach a copy of the agreement.)				YES NO				
DPSCS Employment: (record current position information or if this file review is in reference to a former employee, record information regarding the last position held).								
PIN Number:		Classification:			Grade/Step:		Salary:	
Probation Completed: YES NO Date:								
Did the employee successfully complete the Maryland Police and Correctional Training Commissions' entry-level training academy? YES NO								
If yes, date of completion:								
If no, indicate the reason:								
DPSCS Employment History: (to include original dates of employment, all transfers, reclasses, acting capacities, promotions, demotions, terminations, and/or resignation information while working for DPSCS).								
Date:		Position(s) Held (Attach additional sheet if necessary):						

Disciplinary Actions:			
Has the current employee, within the last 12 months, received or been subject to any disciplinary action(s)?		YES	NO
Does the former employee have any disciplinary action(s) in their personnel file?		YES	NO
<p>Attach a summary listing all disciplinary actions taken against the employee. Documentation must be signed by the employee in order for it to be included in the file summary:</p> <p>Disciplinary Actions include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reprimands <input type="checkbox"/> Suspensions <input type="checkbox"/> Final Order (for COBR employees) <input type="checkbox"/> Notice of Disciplinary Action (MS-4A for NON-COBR employees) <input type="checkbox"/> Termination paperwork <input type="checkbox"/> Settlement agreements <input type="checkbox"/> Paperwork regarding administrative/criminal investigation/charge(s) <p>The summary should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date the employee was disciplined <input type="checkbox"/> Type of disciplinary action taken <input type="checkbox"/> Summary/reason for the disciplinary action taken 			
Attendance record for the last 12 months of employment:			
Sick Leave Usage If additional space is needed, continue documenting on a separate sheet of paper and attach the information to this personnel file summary.	# of occurrences	/ /	# of hours/days for each occurrence # of hours/days for each occurrence # of hours/days for each occurrence # of hours/days for each occurrence # of hours/days for each occurrence
Within the last 12 months, was the employee placed on a one-day sick slip notice?	YES NO	Date Issued:	
Tardiness Occurrences (for the last 12 months of employment):			
Performance Evaluation Program (PEP) for the last 2 years of employment:			
Overall Performance Rating	Current	Previous	
Mid-Cycle			
End-Cycle			
Awards/Commendations:			
Officer/Employee of the Year (if applicable):	Year(s):		
Perfect Attendance (if applicable):	Year(s):		
Received commendation(s) from Warden or above:	YES	NO	(If yes, explain below)
Date:	Reason		
Was the former employee's separation from employment due to a work related injury and/or disability retirement?		YES	NO
If yes, provide a brief explanation and attach corresponding paperwork:			
I certify that this information was taken directly from the personnel and medical files on the above referenced former/current employee.			
Name Printed	Signature	Title & Facility/Office	Date