



EMPLOYEE COUNSELING & RETRAINING - SUPERVISOR'S *RECORD OF EMPLOYEE COUNSELING* FORM

INDEX CODE: 303.4
EFFECTIVE DATE: 11-02-17

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I. PURPOSE & USE

- A. The purpose of the *Supervisor's Record of Employee Counseling* Form is to provide supervisors with an instrument to document counseling and recommended corrective action for minor infractions of rules, procedures, and policies.
- B. The *Supervisor's Record of Employee Counseling* Form may be used for supervisor-initiated counseling, training, or correction of subordinates' actions. The following are examples of such use: employee lateness; disruptive comments/behavior at roll call; failure to respond to calls promptly; speeding or improper parking in a police vehicle; or other minor infractions which should be pointed out and corrected immediately.
- C. The *Supervisor's Record of Employee Counseling* Form may also be used, at the discretion of the employee's unit commander, for minor citizen-generated complaints **where**, after initial inquiry, the supervisor and unit commander determine the incident does not warrant formal disciplinary action. Examples of this include citizen complaints of improperly parked police vehicles, or complaints about an officer's attitude or demeanor.

II. PROCEDURES

- A. Supervisors will make an initial inquiry by listening to complainants, through personal observation, or by listening to other employees, and then determine whether the incident, should be handled through the formal disciplinary process or through use of the *Supervisor's Record of Employee Counseling* Form.
- B. If the complaint originates from a citizen, the supervisor will inform the complainant that the complaint will be documented and the officer counseled.
- C. The form is designed to provide a complete record of the incident and disposition for the supervisor. It is not a letter of reprimand or record of disciplinary action. Future use of the completed form will be only for purposes of documenting pre-disciplinary communication. Unless the form is required as evidence of pre-disciplinary counseling in some future disciplinary action, the original will be retained by the supervisor for one year and then destroyed.
- D. The form should be completed in an original and one copy. The copy will be given to the employee. No copies of the form are to be placed in the employee's personnel file, or service records.
- E. Before the incident is closed, the employee will be given an opportunity to review the form **and** make written comments. ***The employee must sign the form, acknowledging that they have received it.***

III. EMPLOYEE RETRAINING

Supervisors who identify subordinates who are in need of additional training (firearms use, pursuit driving, reporting, interpersonal skills, etc.) will coordinate directly with the Commander, Police Training Academy to

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obtain training support from academy resources. Examples include attendance at specialized training, driver re-training, and report writing classes.

IV PROPONENT UNIT: Internal Affairs Section.

V. CANCELLATION: This directive cancels any previous policies and procedures on the subject of informal employee counseling. Prior date: 07-01-07.

Timothy J. Altomare, Chief Of Police