



## **GENERAL ORDER**

### **Counseling Memos**

#### **Purpose and Scope**

A Counseling Memo is not considered formal discipline and may be given to an employee to document performance or conduct that does not rise to a Letter of Reprimand or above and may be used to help improve an employee's performance.

A written Counseling Memo should be given when verbal counseling has failed to elicit the desired performance/behavior and/or if it is determined the employee's behavior or conduct warrants documentation.

Information from a Counseling Memo may be included in an employee's performance evaluation. Counseling Memos are maintained by the employee's Supervisor or Chief Deputy for up to one year.

#### **Affected Personnel**

All employees

#### **Effective Date**

Upon execution by the Chief Probation Officer

#### **Guidelines**

- I. A Counseling Memo shall be completed by the employee's immediate Supervisor in consultation with the employee's Chief Deputy or designee.
- II. A Counseling Memo should include the following:
  - A. Specific example of the problem area(s);
  - B. An explanation of the impact the deficiency has to the unit/department;
  - C. The expected standard;
  - D. Timetables for improvement;
  - E. The consequences for not meeting the expected standard;
  - F. A statement indicating where the Counseling Memo will be retained and for how long; and
  - G. A statement indicating how the Counseling Memo may be removed from any file and destroyed.

