

**EASTON POLICE DEPARTMENT
ADMINISTRATIVE ORDER
CHAPTER 5: COUNSELING AND DISCIPLINE**

	Title: Personnel Counseling		Number: 05-9
	Effective: December 29, 2011	Revised: Oct. 1, 2016	General Order # 16-008
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends	Notes: Replaces Administrative Manual Chapter 5-9 (12-11)	
Authority: _____ <div style="text-align: center;">Chief of Police</div>			Total Pages: 2

5-9.0 PURPOSE

The purpose of this General Order is to establish guidelines for the use of personnel counseling by agency supervisors.

5-9.1 DEFINITIONS/ABBREVIATIONS

None

5-9.2 FORMS

Form 14	Record of Employee Conference
Form 31B	Employee Record of Disciplinary Action

5-9.3 POLICY

1. Personnel counseling means documenting performance and providing guidance to overcome behavior not supporting the Department's mission and values.
2. Personnel counseling is a non-disciplinary action.

5-9.4 COUNSELING PROCEDURES

1. Personnel counseling guidelines include, but are not limited to the following:
 - a. Counseling as soon as possible following the inappropriate behavior or at the conclusion of any investigation disclosing a minor violation.
 - b. Counseling conducted by a member's supervisor at the time of the violation or by the member's commander with the supervisor present.
 - c. Focusing counseling on the violation, pointing out areas for improvement in the member's behavior.
 - d. Giving member's the opportunity to state their views and suggest corrective action to support Department values.

2. Upon conclusion of the personnel counseling session:

- a. The member's supervisor or commander will recommend a course of action designed to help the member support the Departments values.
 - b. The member's supervisor will prepare the Form 14, Record of Employee Conference, in triplicate.
 - c. The member will be given three business days for the opportunity to review, sign and comment in writing on the Form 14.
 - d. If the employee refuses to acknowledge receipt of the form with a signature, "Refused to Sign" will be recorded thereon.
3. The original copy of the Form 14 will be forwarded to the Deputy Chief and placed in the member's personnel file, but will not be recorded on the member's Form 31B, "Employee Record of Disciplinary Action."
 4. The member's supervisor will be provided with a copy to be used and attached to the member's next evaluation.
 5. The employee will be provided with a copy.
 6. The original Form 14 will be retained for three years and then purged from the members file.