

**EMPLOYEE RELATIONS ADMINISTRATOR  
OFFICE OF THE CHIEF OF STAFF**

**NOTICE**  
2.2.3

October 2, 2007

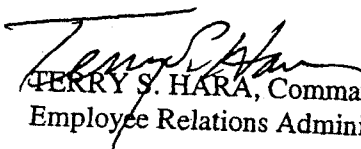
**TO:** All Commanding Officers  
**FROM:** Employee Relations Administrator  
**SUBJECT:** USE OF THE EMPLOYEE COMMENT SHEET

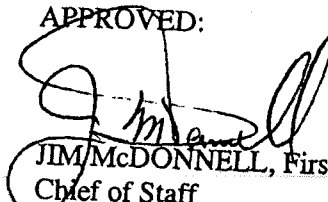
The table and bullets that follow are intended to be a ready reference resource for commanding officers, supervisors and employees in the completion of Employee Comment Sheets, Form 1.77, commonly referred to as "Comment Cards."

| Encouraged / Appropriate Actions                                         | Discouraged / Inappropriate Actions                       |
|--------------------------------------------------------------------------|-----------------------------------------------------------|
| Document performance, training and expectations (including productivity) | Never use a Comment Sheet to warn, threaten or reprimand. |
| Get the facts, and get them right                                        | General, vague and generic terms.                         |
| Discuss it face-to-face                                                  | Delays in meeting or serving employee.                    |
| Serve it promptly                                                        | Documenting others' subjects or incidents.                |
| Keep the scope narrow and specific                                       | Indicating discipline could result.                       |
| Keep it clear and concise                                                | Numerical goals for arrests or citations.                 |
| Modify if needed / Be flexible                                           | Personal gain or benefits for production.                 |
| Have employee initial the document                                       | Better late than never language and/or format.            |
| Provide a copy to the employee, who may respond via 15.7, within 30 days | Entries longer than the page.                             |
| Keep the chain of command informed                                       | Emotional entries.                                        |
| Follow-up                                                                |                                                           |
| Retain a written copy                                                    |                                                           |

- Sworn Employee Comment Sheets are not grievable or to arbitrable. (MOU No. 24)
- Should an adverse Employee Comment Sheet entry be used in an employee's performance evaluation, the rating is subject to the grievance process.
- Documentation of every incident is not always practical and in those instances, the supervisor shall attest to the incident or performance.
- If an employee refuses to initial the document, the reviewing supervisor shall write the employee's name and, the word "refused" and have another supervisor date and initial the entry.
- Commanding officers shall ensure that Employee Comment Sheet files are properly audited and retained for two years. The documents shall be available for review. If an employee transfers, the files transfer with the employee.

Please direct all questions regarding Employee Comment Sheet to the Employee Relations Administrator at (213) 485-6552.

  
PERRY S. HARA, Commander  
Employee Relations Administrator

APPROVED:  
  
JIM McDONNELL, First Assistant Chief  
Chief of Staff

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