

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

NOTICE
2.2.3

August 17, 2009

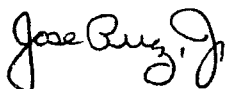
TO: All Commanding Officers
FROM: Employee Relations Administrator
SUBJECT: USE OF THE EMPLOYEE COMMENT SHEET-REMINDER

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)	<i>Never use a Comment Sheet to warn, threaten or reprimand.</i>
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 other 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 benefit for production
Have employee initial the document	"Boilerplate" language and/or formats
Provide a copy to the employee, who may respond via 15.7, within 30 days	Entries longer than one page
Keep the chain of command informed	Emotional entries
Follow-up	
Retain a written copy	

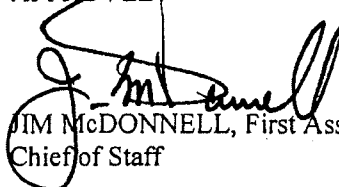
- Sworn Employee Comment Sheets are not grievable or to arbitrable. (MOU No. 24)
- Should an adverse Employee Comment Sheet entry be used in an employee's performance evaluation, the rating is subject to the grievance process.
- Documentation of every incident is not always practical and in those instances, 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.



JOSE PEREZ, Jr., Commander
Employee Relations Administrator

APPROVED:



JIM McDONNELL, First Assistant Chief
Chief of Staff

Distribution "B"