



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.

III. Acknowledgment

- A. An employee receiving a Counseling Memo shall be asked to sign the document acknowledging receipt.
- B. If an employee refuses to sign the Counseling Memo, the supervisor shall note the refusal on the document.
- C. The employee will receive a copy of the Counseling Memo.

IV. The employee may submit a written rebuttal, which will be attached to the original document.

V. Retention

- A. Sworn Personnel: Counseling Memos issued to a sworn employee shall be retained by the employee's Chief Deputy for up to one year.
- B. Administrative Professionals (AP): Counseling Memos issued to Administrative Professionals shall be retained in the supervisor's desk file for up to one year. A copy shall be provided to the AP Manager.


VI. One year from the date an employee receives a Counseling Memo, the Memo shall be removed from any file and destroyed.

Attachments

N/A

Amends/Replaces Previous Procedure

Sacramento County Probation Department Policy & Procedure – Counseling Memo 03/08

Authorized By  **Date** 12/31/19
Lee Seale, Chief Probation Officer