

Standard Operating Procedure RECORD OF VERBAL COUNSELING	PEORIA FIRE DEPARTMENT Administration 101.01 Rev. 10/5/04
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PURPOSE

To establish a protocol for presenting a verbal reprimand to an employee whose performance is less than satisfactory. The Record of Verbal Counseling would provide an option that supervisors may use as the first step in the progressive discipline continuum, if a written reprimand is not yet warranted.

POLICY

Supervisor shall document the incident in writing. The documentation shall include a detailed narrative of the infraction including the date, time, and location of infringement; and the MOU, SOP, PAR violated. The employee and supervisor must both sign and date the document. The employee will receive a copy for his/her record. This Record of Verbal Counseling is not appeal able, however, the employee may provide a letter of response which will be attached to the documentation.

The Record will be placed in the employee's Working Disposition File until the employee's next evaluation. At that time, the supervisor may choose to include it in the employee's evaluation, in which case it becomes part of the permanent record. The supervisor may also decide that the behavior has been corrected such that the Record will not be referenced in the annual evaluation document, nor will the Record remain in the Working File. In the event that more than one record exists in an employee's working file, the captain will be required to discuss the content of each record with the battalion chief to determine whether or not the Records warrant becoming part of the permanent file.

Any further disciplinary action would be addressed pursuant to the City of Peoria Personnel Administrative Regulation 90-03 Section 61.

Approved:  _____ 10/5/04
 Robert McKibben, Fire Chief Date