

Log Event:

Discussion Date:

Title:

Discussion:

On _____ I spoke to _____ referencing Policy and Procedure _____ .

Employee Signature: _____

Supervisor Signature: _____

Log Event:

Discussion Date: 11/03/2021

Title: Deputy John Doe

Discussion:

On 11/03/2021 I spoke to Deputy John Doe referencing Policy and Procedure 2.24 Reporting for Duty.

Employee Signature: _____

Supervisor Signature: _____

[Date]

TO: [Employee Name]

FROM: [Supervisor's Name]
[Division/Work Assignment]

SUBJECT: ORDER

Effective immediately you are to abide by the Sheriff's Department's Policy and Procedures 3.50 and the following requirements listed as follows:

1. You are ordered to perform the duties and responsibilities of your assignment according to Department standards.
2. You are ordered to be at work on time and leave at the required hour. You must be at all briefings on time unless excused by a supervisor.
3. You are ordered not to use sick time in an abusive manner; sick leave abuse may be evidenced by the following:
 - a. Use of sick leave in conjunction with holidays or days off.
 - b. Repetitive use of sick leave on the same day of the week.
 - c. Use of sick leave for frequently arriving late at work or leaving early.
 - d. Consistently low sick leave balances or use of sick leave as quickly as it is earned.
 - e. Low sick leave balance relative to tenure and absent any mitigating factors.
 - f. Consistent use of sick leave offset by scheduled overtime.
 - g. A combination of the above factors or other demonstrable patterns of usage.
4. You are ordered to not use any other leave balances in lieu of your sick time balances without the approval of the Captain. A written request must be submitted to the Captain if you wish to use other leave balances in lieu of your sick time. The Captain may grant your request, but it is under no obligation to do so.

Initials

Initials

5. You are ordered to call and speak with a supervisor one hour before missing a shift due to personal or immediate family illness. You can speak directly with a supervisor during normal operating hours the day prior to missing a shift due to illness if sick day can be scheduled ahead of time (i.e., you've had the flu for three days and think you will need one more day; or you went fell down and know you will be going to the doctor the next day for treatment).
6. You are ordered to provide me (or in my absence another supervisor) with the original physician's verification immediately upon return to work which demonstrates your incapacity to work if you have been absent due to illness.
7. You are ordered to provide me (or in my absence another supervisor) with the original physician's verification immediately upon return to work which demonstrates your incapacity to work due to the illness of an immediate family member.
8. You are ordered to contact me, to obtain approval, prior to signing up for any overtime, either in this Command or elsewhere. If we are not at work when you wish to sign up, you are ordered to contact me at home or by cell phone (numbers will be provided).

I understand the order and have discussed this order with my supervisor(s).

Signature of the Employee

Date

Signature of the Supervisor

Date

TER-OFFICE CORRESPONDENCE
Los Angeles Unified School District

Date 5/21/99

TO: Alex Barrios
Police Officer

FROM:  Kenneth Van Sky
Lieutenant

SUBJ: SUMMARY OF CONFERENCE - 5/20/99

On Thursday, 5/20/99, I held a conference with you in the Press Room of the Administrative Offices. The purpose of the conference was to address your concerns relative to your personal telephone number. Also present during our conference was Sergeant Ed Holguin, your immediate supervisor.

Shortly after our conference began, Officer Paul Quezada, the Police Officer's Association President entered the room. As a courtesy to you, he was allowed to sit in on the conference.

You expressed concern that your personal telephone number had been accessed by members of the Department's Supervisory Staff in an attempt to contact Officer Eeles. You felt that this violated your confidentiality. To that end, you had obtained a copy of the Department's Personal Information Update Form and directed my attention to the line that indicated that all information on the form would be held strictly confidential.

With regards to your first concern about Department Supervisory personnel calling your telephone number in an attempt to contact Officer Eeles, I offered that a reasonable person that knew that Officer Eeles was living at your residence would assume that Officer Eeles could be reached at your telephone number.

The purpose for attempting to contact Officer Eeles was for court and for an overtime assignment. Both are legitimate Department concerns. On those two occasions that your telephone number was accessed, you answered the phone. The information that I had, indicated that you did not identify yourself or express concern about your telephone being accessed.

You stated that you did not think it was a big thing the first time that you were called. However, you did express your concern to Sergeant Holguin after the second call. On 5/4/99, you spoke with Sergeant Holguin. He stated that he would check and if your telephone number was listed for Officer Eeles, he would remove it. You requested a meeting with Assistant Chief Perez as you were still dissatisfied. Sergeant Holguin removed your number from Officer Eeles' card that day.

You subsequently made contact with Pat Mikami, Assistant Chief Perez's Secretary to check

and see if Sergeant Holguin had followed through on your request for a meeting. You were referred back to your supervisor.

You stated that it was not your intent to circumvent the chain of command. However, you did indicate that you didn't believe that Sergeant Holguin would follow up on your request.

I responded that you had it within your power to ascertain if the sergeant had followed up on your request by speaking with the sergeant. I reminded you that while we have an open door policy with regards to accessing the Department's Administrative Staff, your first stop is with your immediate supervisor, Sergeant Holguin.

You responded that you had not spoken with Sergeant Holguin and felt that sufficient time had passed for a meeting to be set.

I next reviewed with you, your request for four (4) hours of standby/relief pay for taking the two telephone calls. I advised you that answering the telephone did not constitute standby or relief. I further advised you that your request for compensation was denied.

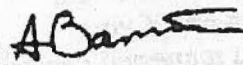
We reviewed your concerns and my responses. Your confidentiality had not been compromised as your information never left the Department. I again emphasized that as police officers we have to exercise common sense. Common sense would dictate that you express your dissatisfaction with your telephone being accessed to contact Officer Eeles. Common sense would also dictate that you advise Officer Eeles to notify the Department that he is not to be accessed by your telephone. Common sense should have led you back to Sergeant Holguin to determine whether he had followed up on your request for a meeting and on removing your telephone number from Officer Eeles emergency card.

I closed our meeting by indicating that all members of the Department need to better communicate. Open communication between you and your immediate supervisor would have alleviated your anxiety on 5/4/99. I also thanked you for bringing Officer Eeles' deviation from department policy to my attention.

In the way of guidance, I reminded you of the chain of command. I also asked that you work on better communicating with your supervisor.

If this does not agree with your recollection of our discussion, please respond in writing. Your signature below does not indicate that you necessarily agree with the content of this memorandum. Only that you have read it and received a copy of it.

Signature



Date

6/2/99

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
School Police Department

TO: Kevin Otto
Officer

Date: Oct. 19 1999

FROM: Ed Holguin
Sergeant *E.H. Holguin*

SUBJECT: SUMMARY OF CONFERENCE

The purpose of this memorandum is to memorialize the conference we had on October 18, 1999, at Carver Middle School. During our conference, I discussed Departmental concerns regarding the following :

On October 18, 1999, you used the Departmental voice mail tracking system to place yourself off-campus for code 7 at 1024 hours and you did not place yourself back on campus until 1132 hours. I reminded you that Officers are only authorized 30 minutes, for a code 7 break.

During the conference, you stated:

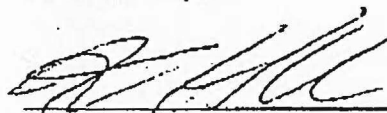
That you were only off campus for approximately 15 minutes. However, when you did return to your office on campus, you became preoccupied and did not call yourself back in until approximately 1130 hours. You then contacted me to advise me as to what had occurred.

You also stated that prior to leaving campus you did notify Mr. Cochario, Assistant Principal, and the personnel at the front door. Upon your return, you also advised them that you were back on campus.

During the conference I provided you with the following guidance and/or directions:

I advised you of your responsibility to properly use the voice mail tracking system, and continued failure to do so, could lead to future disciplinary action.

Your signature below merely acknowledges that you have received a copy of this memorandum. If it does not reflect our discussion, please advise me within 30 days.



Kevin Otto

11-5-99

Date

DOCUMENTATION OF VERBAL COUNSELING

DATE: April 11, 2022

BY: Sergeant Doe

SUBJECT: Attendance

On April 11, 2022, I observed that Deputy Jones did not arrive at work until 8:30 a.m., thirty minutes after the scheduled start of her shift.

I spoke with Deputy Jones on April 11, 2001 at 10:00 a.m. and asked her why she was late in arriving to work. She responded by saying, "I couldn't find my keys." I advised her that this was the third time this week that she had been late reporting for work, and she replied that she had a valid reason for each day she was late. When I asked her why she had been late twice earlier in the week, she said that one time there had been an accident on the freeway, and the other time her car wouldn't start.

I reviewed the importance of being at work on time, and being prepared to work at the beginning of the work day with Deputy Jones. I asked if she was familiar with the Department's policy on attendance, and she said she knew the policy but that the circumstances were outside of her control.

I advised Deputy Jones that all employees were required to adhere to the Department's attendance policy and she stated that she understood and would make a better effort to arrive at work on time.

The meeting concluded at 10:10 a.m.

Signature of Employee

Date

Signature of Supervisor

Date

For Professional Staff:

"If you fail to improve your performance to an acceptable level, we will consider disciplinary action, up to, and including, termination."