
Record of Discussion

1023.1 PURPOSE AND SCOPE

A Record of Discussion is intended to document a conversation between a supervisor and employee where the discussion specifically focused on incidents of negative behavior or performance deficiencies. A Record of Discussion is not to be used to identify or record incidents of positive behavior or accolades.

A Record of Discussion can serve as an integral tool of the performance appraisal process in that it provides for proper sharing of information regarding employee performance between supervisors. This tool also duly notifies employees when they are becoming deficient in specific areas of their position and allows for corrective measures.

1023.2 DEFINITION

A Record of Discussion is different from the Supervisor's Notes and Observations in that it is only used to document a conversation between a supervisor and employee where a performance or behavioral issue was identified, and an employee was verbally counseled.

Like the Supervisor's Notes and Observations, a Record of Discussion is not considered a form of discipline. A Record of Discussion is typically used to document low-level performance or behavioral issues, and it should not be used to document instances of negative or improper behavior which rise to higher level of discipline such as a Performance Improvement Plan (P.I.P.), or a Written Reprimand.

1023.3 PROCEDURE

When a supervisor is notified of or observes an employee's negative or improper behavior and the supervisor has taken steps to meet and verbally counsel an employee regarding the behavior, a Record of Discussion should be authored.

The procedure for authoring a Record of Discussion will be as follows:

- (a) A supervisor should attempt to obtain as much information as possible regarding the incident(s) or action(s) that led to the potential issuance of the Record of Discussion. This should include a review of the employee's temporary evaluation file to ensure that this is the first reported Record of Discussion. If there is additional documentation on file for the same behavior, the supervisor should consider a higher level of documentation.
- (b) The Record of Discussion will be written on a Union City Police Memorandum form #078. The memorandum form will be in the [REDACTED] under UCPD Forms.
- (c) Once completed, the supervisor may review the Record of Discussion with their assigned manager to ensure that the proper level of documentation is being used.
- (d) Once approved, the Record of Discussion should be read to the employee.

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- (e) The Record of Discussion should be signed and dated by the initiating supervisor or manager and the employee.
- (f) The employee should be given a copy of the Record of Discussion and the original should be placed into the employee's temporary evaluation file. The employee does not need to sign the document.

1023.4 ROUTING AND PURGING

The Record of Discussion document shall be kept in an employee's temporary evaluation file for one full deployment period (6-month or 1-year) or evaluation period according to their assignments.

6-Month Evaluation Period

If an employee is issued a Record of Discussion during the first 6 months of their deployment, the Record of Discussion shall remain in the employee's temporary file until one full and complete 6-month deployment has been completed, not 6 months total. Therefore, the document would remain in the employee's temporary evaluation file until the end of the next 6-month rotation. The Record of Discussion document should be purged after that time has been reached.

1-Year Evaluation Period

If an employee is issued a Record of Discussion and their current assignment falls within the 1-Year Evaluation Period, the Record of Discussion shall remain in the employee's temporary evaluation file for one (1) calendar year from the date it was issued. The Record of Discussion document should be purged after that date has been reached.

The following is a list of employees who have either a 6-month or 1-year evaluation period:

| Six Month Evaluation Period | One Year Evaluation Period |
|---|---|
| All Patrol Supervisors Assigned to Patrol | All Officers and Supervisors Assigned to Investigations |
| All Officers Assigned to Patrol | All Non-Sworn Employees Assigned to Investigations |
| All Traffic Officers Including the Supervisor | All POA's, COA's, and Office Manager positions |
| All Non-Sworn Employees Assigned to Patrol | Patrol, Investigations, PSU, Lieutenants |
| All Records Cadets | Records and Property & Evidence Supervisors |
| All Property Room Specialists and Cadets | |

1023.5 EMPLOYEE TEMPORARY EVALUATION FILES

The Employee Temporary Evaluation Files are in different locations throughout the department. The following is a list of the location of each file.

| | |
|--|--|
| Patrol Supervisor Equipment Cabinet – Patrol Supervisors Office | All Sworn Officers, All Non-Sworn Employees including Cadets, POA's, COA's, Office Manager |
| Watch Commander Equipment Closet – Watch Commander's Office | All Sworn Sergeants and Non-Sworn Supervisors |

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|--|--|
| Field Operations Division Captains Office | All Patrol Lieutenants |
| Support Services Division Captains Office | All Lieutenants assigned to Support Services |

1023.6 IA-PRO

Record of Discussion documents should not be added to the IA-Pro system.

1023.7 REVISIONS

Adopted Procedure: August 10, 2021

Revised: September 21, 2021