

## **Metrolink Bureau Unit Order 610-24 Deputy Mentoring Program**

**Los Angeles County Sheriff's Department**

<b>METROLINK BUREAU</b>	<b>Unit Order:</b> 610-24
	<b>Effective Date:</b> 07-01-14
	<b>Revision Date:</b> 07-01-14
	<b>Annual Review:</b> 10-01-17
<b>Subject:</b> DEPUTY MENTORING PROGRAM	
<b>Reference:</b>	

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the Deputy Mentoring Program for all deputy personnel assigned to the Metrolink Bureau.

### **SCOPE OF ORDER:**

The order shall apply to all deputy personnel assigned to Metrolink Bureau, as well as Sheriff's personnel assigned from outside Metrolink Bureau.

### **ORDER:**

Beginning July, 01, 2014, Metrolink Bureau Supervisors will initiate a quarterly review program to evaluate and mentor an employee's career goals and objectives. The review will consist of a sit down, one on one meeting with the supervisor and his/her subordinate.

Items to be discussed include current performance, goals and objectives for the upcoming year, achievements, accomplishments and attendance. The supervisor can also discuss training classes and career development plans for past and present quarters. Previous quarterly meetings should be discussed to measure career progress.

Pre-printed forms can be found in shared files under "Quarterly Review" and can be handwritten or typed. The supervisor is responsible for submitting the form to the MOC to be included in the Deputy Mentoring binder.

The Operations Sergeant will be responsible to ensure quarterly meetings are conducted by each shift sergeant with their shift personnel.

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