

Unit Order: 09-003

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
ADMINISTRATIVE SERVICES DIVISION
FACILITIES PLANNING BUREAU**

Unit Order: 09-003

Effective Date: 08/13/2009

Revision Date:

Subject:

Performance Log

Reference:

MPP 3-02/085.10 Employee Performance Records

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for documenting employee performance.

SCOPE OF ORDER:

This order shall apply to all personnel.

ORDER:

The unit performance log is comprised of interim supervisory notations about employee performance during a

given rating period. The purpose of the unit performance log is to document supervisors' observations about performance and supervisor/employee discussions about performance (goals, strengths/weaknesses, career guidance, etc.).

The documentation on a given employee in the unit performance log shall be shown to, and discussed with, the employee by the supervisor who recorded it, who shall obtain this employee's signature as evidence that the employee saw the documentation.

If the employee refuses to provide a signature acknowledging awareness of the documentation, the supervisor shall have another supervisor witness the refusal. Both supervisors shall sign the documentation.

Performance log documentation may be referred to in the employee's current performance evaluation, after which all the past rating period's notations shall be removed from the log and new notations only, shall be entered for the next rating period. The supervisor completing the employee evaluation shall be responsible for removing any relevant entries from the performance log. The entries shall be turned in with the completed evaluation. Once the evaluation approval process is complete and the employee has signed the evaluation, these entries shall be destroyed.

The Performance Log Book is a confidential document. As such, it shall remain in a locked cabinet when not in use. Employees may only view the entries relating to themselves and only in the presence of a supervisor.
