

Unit Order #19-0012 SUPERVISORY DUTIES

Effective Date: September 19, 2019

PURPOSE OF ORDER:

The purpose of this order is to set forth policies and procedures that are necessary for the Bureau to operate efficiently, and effectively. Following these standards is an essential component in upholding the values and mission of the Department and our Bureau.

SCOPE OF ORDER:

This order applies to all personnel assigned to Psychological Services Bureau (PSB).

ORDER:

All PSB employees must perform their work duties competently and ethically at all times. If a supervisor determines that the employee's performance does not meet competency and/or professional standards, feedback on performance expectations and deficiencies shall be given in order to give the employee every opportunity to develop as a professional and further contribute to the Bureau's mission. This supervisory feedback will be provided in good faith by managers and as a necessary supervisory duty. Areas of performance feedback may include but are not limited to quantity of work, quality of work, work habits, adherence to the Bureau's standard operating procedures, effective communication skills, ethical conduct, professionalism, contribution to the Bureau's mission, and maintenance of harmonious working relationships.

PSB managers/supervisors shall take appropriate action to address all violations or deficiencies in following this order, including non-disciplinary corrective action for the involved employee, and/or referring the incident for disciplinary action. PSB managers/supervisors are responsible for tracking violations or deficiencies and the corrective action taken for each incident.