

To	From
	BOARD OF HARBOR COMMISSIONERS
	EXECUTIVE DIRECTOR
	DED - DEVELOPMENT
	DED - FINANCE & ADMINISTRATION
	DED - OPERATIONS
	DED - BUSINESS DEVELOPMENT
	SR DIRECTOR, COMMUNICATIONS
	SR DIRECTOR, GOVERNMENT AFFAIRS
	ACCOUNTING
	CHIEF FINANCIAL OFFICER
	CITY ATTORNEY
	COMMISSION OFFICE
	CONSTRUCTION
	CONSTRUCTION & MAINTENANCE
	CONTRACTS & PURCHASING
	DEBT & TREASURY
	ENGINEERING
	ENVIRONMENTAL MANAGEMENT
	FINANCIAL MANAGEMENT

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

December 23, 2010

To	From
	GOODS MOVEMENT
	GOVERNMENT AFFAIRS
	GRAPHIC SERVICES
	HUMAN RESOURCES
	INFORMATION TECHNOLOGY
	MANAGEMENT AUDIT
	MARKETING
	MEDIA RELATIONS
	PLANNING & ECONOMIC DEV.
	PORT PILOTS
	PORT POLICE
	PUBLIC RELATIONS
	REAL ESTATE
	RISK MANAGEMENT
	TRADE SERVICES
	WHARFINGERS

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To: All Port Police Personnel

SUBJECT: SPECIAL ORDER – SUPERVISORY COMMENT FORM

The Department is *reactivating* the use of a form to be used for the purpose of documenting employee actions for evaluation purposes. This form is used to document both *positive*, as well as *negative* behaviors. The Department recognizes the importance of documenting positive behavior and actions. It is, of course, our hope that our employees' actions will be of such a caliber as to result in primarily positive comments.

This form was previously known as the "Comment Card." It has been revised so that its use is better defined and clear on its face. All supervisors are receiving training on its use to insure that its implementation is achieved in a uniform and equitable manner consistent with our policies.

Attached please find a copy of the new form which supervisors will be utilizing.



RONALD J. BOYD
Chief of Police

RJB:KJM:ks

Attachment



Los Angeles Port Police

Supervisory Comment Form

Unit of Assignment: _____

RONALD J. BOYD, CHIEF

Entries in this Supervisory Comment Form comprise a record of incidents, events, examples of specific performance, discussions about career developments, or counseling sessions. None of the entries constitute formal commendations or discipline, nor are they a substitute for formal commendations or discipline when appropriate. This documentation is inherently a supervisory responsibility and is in conformance with existing policy as follows:

LAHD Employee Manual Section 2.110; LAPP Policy Manual Sections 1002 & 1026

Employees are entitled to write & submit a rebuttal within 30 days. After the Supervisory Comment Form is signed, place it (and the rebuttal when applicable) in the Division File. Information in a Supervisory Comment Form entry should be referenced in the employee's next performance evaluation, however, the Supervisory Comment Form should not be placed in the employee's personnel file.

Employee: _____

Serial Number: _____

Rank, First Name, Last Name

Employee Name

Supervisor Name

Employee Signature

Date

Supervisor Signature

Date