GILMER COUNTY SHERIFF'S OFFICE
Employee Counseling Form (500.07.4.G.3)

Employee: Division:_____

Badge Number: Shift:

Supervisor:_____

COUNSELED AREA (Standards of Conduct 500.06.3)

	Courtesy		Reporting for Duty		Reporting for Court		Incompetence
	Honesty		Lawful Orders		Unbecoming Conduct		Use of Force
	Operation of Agency Vehicle		Treatment of Persons in Custody				
	Violation of Agency Procedure		Other Standards of Conduct Violation (Specify)				

	Punctuality		Use of Time		Initiative		Judgment
	Work Quality		Meeting Deadlines		Cooperation/ Teamwork		Other

Specific Details of Reason For Counseling: **Date of Occurrence:**

Has this employee been counseled in this same area? Y N

If yes, was the counseling documented in writing? Y N

By whom was employee previously counseled?

Counselor's Comments/Instructions:

Signature of Employee: _____ Date: _____
(Signature only indicates that YOU were counseled, not that YOU agree or disagree)

Signature of Counselor: _____ Date: _____

Reviewed by: _____ Date: _____