

**MARIN COUNTY SHERIFF'S OFFICE  
GENERAL ORDER**

**CHAPTER 1 - ADMINISTRATION**  
GO-01-08  
Page 1 of 3

**DATE**  
08/14/00

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**SUPERVISOR'S REVIEW FORM**

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**POLICY**

For the purposes of developing staff members and employees and assisting in generating factual performance evaluations, it will be the policy of this department to employ the Supervisor's Review Form. All employees who are responsible for the supervision and direction of subordinates will accurately record on the Supervisor's Review Form, all job performances that fall within the category of a noteworthy event.

**DEFINITIONS**

**NOTEWORTHY EVENT** - Job performance related to an incident, which was either above standard or exceptional. This could also apply to a job performance, which was below standard or unacceptable.

**SUPERVISOR'S REVIEW FORM** - Three part form used as a mechanism to record an incident of note. Distribution: White - Employee; Yellow - Evaluation File; Pink - Supervisor.

**PROCEDURE**

It is important for supervisors to recognize the performance of subordinates especially in situations where the employee has gone above and beyond acceptable standards and expectations. To that end, each supervisor, during the course of his or her day, will closely oversee the employee within his or her responsibility. When an event or events occur, which are noteworthy, a Supervisor's Review Form will be completed by that supervisor. The Supervisor's Review Form should be completed and signed as soon as possible after a noteworthy event.

The supervisor will personally present the Supervisor's Review Form to the employee, orally discussing the incident. The employee will sign the Supervisor's Review Form as an indication that they received a copy of the form. The supervisor will retain the pink copy and forward the yellow copy to the employee's evaluation file.

The Supervisor's Review Form should be used as a tool for the employee's annual evaluation and should be used to transfer an employee's daily performance and overall skills to the yearly evaluation itself. It is not intended, however, that each event must be placed into the annual evaluation. For instance, if the noteworthy event was deemed to be below standard or unacceptable and the event is believed to be not significant or a single occurrence that appears to have corrected itself, it need not be placed in the annual evaluation.

Each employee is encouraged to append with additional comment or rebuttal, the Supervisor's Review Form. This will be placed into the evaluation folder and attached to the form. This comment or rebuttal shall be submitted within 30 days of receiving the Supervisor's Review Form. The supervisor's copy and the evaluation copy of the Supervisor's Review Form will be

destroyed after the annual evaluation has been concluded.

**RELATED STANDARDS:**

None.

**AFFECTED DIVISIONS:**

All.

**DATE OF REVISIONS:**

02-21-96

By order of:

A handwritten signature in black ink, appearing to read "Robert T. Doyle". The signature is written in a cursive style with a large, stylized initial "R".

**ROBERT T. DOYLE  
SHERIFF**

**MARIN COUNTY SHERIFF'S OFFICE  
SUPERVISOR'S REVIEW**

Employee's Name & ID	Division	Shift
Date/Time of Incident	Supervisor	Rank

DESCRIPTION OF INCIDENT

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EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S  
SIGNATURE

*White: Employee*

*Yellow: Evaluation File*

*Pink: Supervisor*