



KERN COUNTY SHERIFF'S OFFICE
DOCUMENTED ORAL COUNSELING (DOC)
SUPERVISOR – EMPLOYEE
Oral Transaction Note Sheet

NAME OF EMPLOYEE		DATE
SUPERVISOR	RANK	ASSIGNMENT

Details of the incident:

(If negative, employees must be advised of the contents and the fact of placement in the D-0500 file and HR file.)

Employee's Signature

Date

Note: This DOC is to be placed in the employee's D-0500 supervisory file until the end of the employee's rating period. After the rating period, the official DOC will be kept on an electronic platform with the Human Resources Section for the retention period. Alternatively, the supervisor may choose to submit it to Human Resources immediately after serving the employee the DOC or before the rating period concludes. The DOCs that are not relevant to the current annual evaluation period and are not part of a recurring pattern within the last 24 months shall not be referenced in annual employee performance reports. If the member is to receive a DOC, they may, within thirty (30) calendar days after service, submit a written statement to be attached to the DOC. This written statement shall accompany the DOC.. **Reference: KCSOPPM D-0100, D-0200, and D-0500, Govt. Code § 34090 Govt. Code § 34090.5, Govt. Code § 3306, and County of Kern Administrative Bulletin No. 11.**