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## PERSONNEL MANAGEMENT

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### PERSONNEL CONFERENCE MEMO

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**Purpose:** To establish procedures for documenting job performance of a superior, declining, or unsatisfactory nature.

**Policy Statement:** It is the policy of the North Little Rock Police Department to document noteworthy job performance issues, both positive and negative, of all members.

**Summary of Changes:**

**Procedure:**

**1 General**

- 1.1 Supervisory personnel will monitor the job performance of all employees under their supervision and keep written documentation of occurrences of performances that are:
  - 1.1.1 Superior,
  - 1.1.2 Declining, or
  - 1.1.3 Unsatisfactory.
- 1.2 Supervisory personnel will conduct improvement conferences with any employee under their supervision whose job performance is:
  - 1.2.1 Declining,
  - 1.2.2 Unsatisfactory, or
  - 1.2.3 Possibly causing disruptions of a shift, division, or operation within the Police Department.
- 1.3 Personnel Conference Memos may be used to document superior job performance as well as unsatisfactory job performance.
- 1.4 The subject, reason, or description of the job performance that necessitates the personnel conference will be recorded in writing by completing a Personnel Conference Memo.
- 1.5 There will be at least two (2) supervisory members present during all improvement conferences with an employee. Examples include:
  - 1.5.1 A Lieutenant and a Sergeant will be present if the affected employee is a Police Officer.
  - 1.5.2 A Captain and a Lieutenant, if the affected employee is a Sergeant.
  - 1.5.3 A Captain, Lieutenant, or Sergeant along with a non-sworn supervisor if the affected employee is a non-sworn employee.
- 1.6 The Personnel Conference Memo will be completed and signed by the ranking supervisory officer present and will be forwarded to the appropriate Division Commander for review.
- 1.7 The memo will then be forwarded by the Commander to the Chief of Police for review.
- 1.8 After review and approval by the Chief of Police, the original copy and one copy will be returned to the Division Commander.
  - 1.8.1 One copy will be given to the affected employee.
- 1.9 Supervisors are required to discuss the purpose of the conference memo with the employee, and the employee is required to acknowledge receipt of the Personnel Conference Memo by signing in the space provided.

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Patrick Thessing  
Chief of Police