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**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



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SUBJECT: ORAL REPRIMAND/VERBAL COUNSELING	NUMBER: 310.1
CANCELS ORDER DATED: 1-1-97	DATE: 7-1-10

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I. PURPOSE

To establish rules to be followed by supervisors with respect to the use of oral reprimand/verbal counseling forms.

II. POLICY

Section 16.5-1(d) of the Personnel Regulations provides that supervisors will maintain an informal record of oral reprimands and warnings, with the employee's knowledge of such a record.

Oral reprimand records are considered official records and, as such, employees must be provided the opportunity to review and rebut the contents of these records.

III. PROCEDURE

When a supervisor deems that an informal oral reprimand or warning is warranted, the supervisor shall maintain a record of the discussion, adhering to the following rules:

- A. The employee shall be advised at the time of the counseling that an informal written record of the reprimand is being kept and that the employee has the right to review the record.
- B. The employee shall be further advised of his right to file a statement, setting forth his position in 200 words or less, if he disagrees with the contents of the counseling record.
- C. Verbal counseling/oral reprimand forms shall not be attached to subsequent disciplinary actions. The fact and particulars of prior oral reprimands shall be included in advance notice letters or written reprimands, if relevant to future disciplinary action.

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- D. The record of the oral reprimand is to be maintained solely as evidence of the prior counseling, should the employee allege that it was not provided during possible appeals of future disciplinary actions.
- E. Oral reprimand forms shall not be included in the employee's agency personnel file or be sent to the Office of Personnel for inclusion in the official employee record.
- F. Oral reprimand forms shall be retained for a period of time not to exceed one year, except, in the event that subsequent disciplinary action is taken within that year, the form shall be retained for a period one year from the date of the most recent disciplinary action.

IV. ACCREDITATION STANDARDS REFERENCE

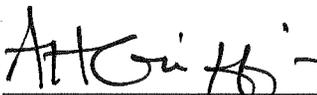
VLEPSC  
PER.  
09.02  
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This general order becomes effective July 1, 2010 and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:

  
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Chief of Police

APPROVED BY:

  
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County Executive