

Russellville Police Department

Employee Name	Supervisor Name	Date
Subject	Other Supervisor Present	Time
Narrative		
<p>Counseling is not to be used as or considered to be disciplinary action. It is to be used as a tool in which supervisors give documented guidance to employees. Counseling may support disciplinary action if the employee does not follow the guidance given by the supervisor. Counseling forms are not a consideration when the employees are applying for promotion or assignments</p>		
<hr/> Supervisor Signature & Date		<hr/> Officer Signature & Date