



# Remedial Counseling Report

MNPD Form 311  
Est. 5/2005

This form is utilized for REMEDIAL COUNSELING only and is not utilized for corrective or disciplinary action.

Employee Name: \_\_\_\_\_ ENO: \_\_\_\_\_  
 Assignment: Field Operations, Special Operations, Traffic, DUI Date: \_\_\_\_\_  
 Supervisor: Sgt. \_\_\_\_\_ ENO: \_\_\_\_\_  
 Date(s) of Incident(s): \_\_\_\_\_

**Narrative:**

This remedial counseling form addresses the productivity of Officer \_\_\_\_\_ with regards to DUI arrests. Since I have been assigned to the DUI unit, Officer \_\_\_\_\_ has averaged 1.39 DUI arrests per shift.

According to the Traffic Section SOP, "the DUI Unit is responsible for aggressive, proactive enforcement efforts that are designed to target drinking and driving. This being a position of great discretion and minimal supervision, officers and supervisors will be evaluated in part based upon those proactive efforts." Based upon the Traffic Section SOP, officers are expected to be aggressively and proactively searching for DUI arrests. Officers in the unit are also expected to be self motivated.

The DUI unit has a long established goal of 2 DUIs per shift worked. This is not a quota but simply a benchmark for the officers to work towards. It is understood that, due to unforeseen circumstances, this benchmark might not be reached every night; however, self motivated officers who are working aggressively and proactively should more often than not be able to arrest 2 DUI offenders each 8.5 hour shift. Since I have been the DUI supervisor, this benchmark has been reiterated to the officers of the DUI unit several times.

Officer \_\_\_\_\_ has averaged 1.39 DUI arrests per shift since I have taken over the supervision of the DUI unit (\_\_\_\_\_ through \_\_\_\_\_). 1.39 DUI arrests per shift is 30% short of the expected goal of 2 DUI arrests per shift. 30% is a significant difference in productivity and needs to improve. If improvement does not take place, additional corrective action will occur. I will monitor Officer \_\_\_\_\_'s activity on a weekly basis. I will also inform him each week how he is doing with regards to reaching the overall benchmark of 2 DUI arrests per shift.

The purpose of this counseling report is not to belittle, embarrass, or punish Officer \_\_\_\_\_ but rather to simply let Officer \_\_\_\_\_ know where he stands with the overall goal of the DUI unit and to remind him of the expectations of a DUI officer.

Counseled Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Counseling Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment(s)