

MANITOWOC COUNTY SHERIFF'S DEPARTMENT

PERFORMANCE EVALUATION REPORT

USE INK OR TYPEWRITER
FOR FINAL MARKINGS

Colborn

Andrew L. 6641-0332 Jail

EMPLOYEE NAME (Last) (First) (Init.) | EMPLOYEE NO. | DIVISION
CORRECTIONS OFFICER | JAIL | 01-24-94

TITLE | ASSIGNMENT | DATE:

SECTION A	1 2 3 4				FACTOR CHECK LIST Immediate Supervisor Must Check Each Factor in the Appropriate Column	5
	NOT SATISFACTORY	NEEDS SOME IMPROVE.	MEETS STANDARDS	EXCEEDS STANDARDS		
	x				1. Observance of Work Hours	
	x				2. Attendance	
	x				3. Grooming & Dress	
	x				4. Compliance with Rules	
	x				5. Safety Practices	
					6. Public Contacts	
		x			7. Suspect Contacts	
	x				8. Employee Contacts	
	x				9. Knowledge of Work	
	x				10. Judgements	
	x				11. Planning and Organizing	
	x				12. Quality of Work	
		x			13. Volume of Acceptable Work	
	x				14. Meeting Deadlines	
	x				15. Accepts Responsibility	
	x				16. Accepts Direction	
	x				17. Accepts Change	
	x				18. Effectiveness Under Stress	
	x				19. Appearance of Work Station	
	x				20. Operation & Care of Equipment	
		x			21. Work Coordination/Cooperation	
		x			22. Initiative	
		x			23. Self Improvement	
	x				24. Knowledge of Policy & Procedure	
	n/a				25. Courtroom Demeanor	
		x			26. Response to Supervision	
	x				27. Radio Communications	
	x				28. Report Writing	
FOR EMPLOYEES who SUPERVISE OTHERS						
					29. Planning & Organizing	
					30. Scheduling & Coordinating	
					31. Training & Instructing	
					32. Evaluating Subordinates	
					33. Judgements & Decisions	
					34. Operational Economy	
					35. Supervisory Control	
					36. Communication w/Subordinate	
					37.	

CHECKS IN COLS. 1 & 2 MUST BE EXPLAINED IN SECTION C

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MANITOWOC COUNTY SHERIFF'S OFFICE
ITS CONTENTS ARE CONFIDENTIAL
AND ARE NOT TO BE DISSEMINATED.
SHERIFF ROBERT C. HERMANN

SECTION B Record job STRENGTHS, superior performance incidents, progress achieved, or checks in Col. 4.

ANDREW IS VERY GOOD AT DEALING WITH THE INMATES. HIS QUALITY OF WORK IS GOOD, AND ANDREW TAKES PRIDE IN A JOB WELL DONE. HE COOPERATES WELL WITH STAFF AND HIS SUPERVISORS. ANDREW HAS PLENTY OF INIATIVE AND HE USES IT FREQUENTLY IN THE PERFORMANCE OF HIS DUTIES. HE HAS BEEN COMMENDED FOR HIS PROBLEM-SOLVING CAPABILITY IN AN INMATE INCIDENT. (SKENANDORE)

SECTION C Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. (Explain checks in Col. 1 and 2.)

N/A

SECTION D Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during next evaluation period.

ANDREW SHOULD CONTINUE HIS EDUCATION IN THE CORRECTIONS AREA, WITH POTENTIAL FOR A SUPERVISORY POSITION.

SECTION E Accomplishment of GOALS from PREVIOUS evaluation.

ANDREW HAS BECOME MORE ASSERTIVE, BUT MAY NEED FUTURE TEMPERMENT TO MAINTAIN OPTIMUM JOB PERFORMANCE. HE IS CONTINUING WITH HIS POLICE SCIENCE STUDIES.

RATER: I certify this report represents my best judgement. I DO
 I DO NOT
recommend this employee be granted regular status. (For final
probationary reports only).

Sgt. James Kim

2ND SHIFT JAIL SGT.

01-24-94

(RATER'S SIGNATURE)

(TITLE)

(DATE)

REVIEWER: (If none, so indicate)

(REVIEWER'S SIGNATURE)

(TITLE)

(DATE)

EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.
 I wish to discuss this report with the reviewer.

Comment:

Andrew L Colborn

(EMPLOYEE'S SIGNATURE)

02/16/94

(DATE)

REQUEST FOR EDUCATION EXPENSE REIMBURSEMENT

Name of Employee COLBORN, ANDREW L. Employee No. 0332

Department MANITOWOC COUNTY SHERIFF DEPT

Name of School/Sponsoring Organization LAKESHORE TECHNICAL COLLEGE

Beginning Date of Course/Seminar 01/11/94 Completion Date 04/30/94

Course/Seminar Name & Number PSYCHOLOGY ABNORMAL 809-173-53

Location CLEVELAND, WIS.

Brief Description of the Course/Seminar COURSE IS REQUIRED FOR THE POLICE SCIENCE PROGRAM. TEACHS OFFICER TO RECOGNIZE AND INTERLATE WITH MENTALLY UNSTABLE INDIVIDUALS

Expected benefit to job to be derived from course ABLE TO RECOGNIZE AND WORK WITH MENTALLY + EMOTIONALLY DESTROBED PEOPLE.

**Total Tuition Reimbursement Requested \$ 138.95

I understand that Manitowoc County has paid for my tuition in the above named course/seminar and if I do not complete or attend the course/seminar or terminate my employment before the completion of this class, I agree to reimburse Manitowoc County for 50% of the enrollment costs. In the event of my termination, I authorize Manitowoc County to deduct from my final paycheck any balance due.

Andrew L Colbo 01/21/94
Employee Signature Date

**Employee must present itemized receipt of registration and tuition before check is issued. Certificate or grade card must be submitted to the Department of Human Resources following completion of course/seminar.

MANAGEMENT APPROVAL

The above request meets with our approval and it is our belief that the course to be taken will have a direct beneficial effect on the employee's ability to perform his/her present work.

R. J. Czekaj 1-21-94
Supervisor Date

Will W. Wozz 2-1-94
Committee Approval Date

[Signature] 2-2-94
Department Director Date

Approved 2/4/94 meeting
Personnel Committee Date

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SHERIFF ROBERT C. HERMANN

REQUEST FOR EDUCATION EXPENSE REIMBURSEMENT

Name of Employee COLBORN, ANDREW L. Employee No. 0332

Department MANITOWOC COUNTY SHERIFF DEPT

Name of School/Sponsoring Organization LAKE SHORE TECHNICAL COLLEGE

Beginning Date of Course/Seminar 01/10/94 Completion Date 04/30/94

Course/Seminar Name & Number HUMAN GROWTH & DEVELOPMENT 809-164-51

Location CLEVELAND, WIS.

Brief Description of the Course/Seminar COURSE IS REQUIRED FOR THE POLICE SCIENCE PROGRAM. TEACHS OFFICERS HOW GROWTH & DEVELOPMENT OCCURS & HOW TO RECOGNIZE & INTERLATE WITH EMOTIONALLY UNDER DEVELOPED INDIVIDUALS.

Expected benefit to job to be derived from course 1.) ABLE TO RECOGNIZE AND WORK WITH INDIVIDUALS THAT ARE NOT EMOTIONALLY OR PHYSICALLY DEVELOPED

**Total Tuition Reimbursement Requested \$ 138.95

I understand that Manitowoc County has paid for my tuition in the above named course/seminar and if I do not complete or attend the course/seminar or terminate my employment before the completion of this class, I agree to reimburse Manitowoc County for 50% of the enrollment costs. In the event of my termination, I authorize Manitowoc County to deduct from my final paycheck any balance due.

Andrew L. Colborn 01/21/94
Employee Signature Date

**Employee must present itemized receipt of registration and tuition before check is issued. Certificate or grade card must be submitted to the Department of Human Resources following completion of course/seminar.

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SHERIFF ROBERT C. HERMANN

MANAGEMENT APPROVAL

The above request meets with our approval and it is our belief that the course to be taken will have a direct beneficial effect on the employee's ability to perform his/her present work.

R. J. C. Kamp 1-21-94
Supervisor Date

W. J. Wozniak 2-1-94
Committee Approval Date

[Signature] 2-1-94
Department Director Date

Approved 2/4/94 meeting
Personnel Committee Date

Manitowoc County Sheriff's Department

Thomas H. Kocourek
SHERIFF



Kenneth J. Petersen
INSPECTOR

May 24, 1994

Andrew L. Colborn
Manitowoc County Sheriff's Dept.

Dear Andrew:

Thank you for applying for the Temporary Patrol Officer position announced recently. ~~██████████~~, who has served in this temporary position since January 17, 1993, was selected to continue in this position based upon her prior experience.

We appreciate your interest in the temporary position in Patrol, and invite you to apply for any future vacant positions. If you have any questions or concerns, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script, which appears to read "Richard J. Tisler".

Richard J. Tisler, Deputy Inspector
Operations Division

RJT:kl

cc: Personnel Dept. ✓

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SHERIFF ROBERT C. HERMANN

PERFORMANCE EVALUATION REPORT

USE INK OR TYPEWRITER
FOR FINAL MARKINGS

EMPLOYEE NAME (Last)	(First)	(Init.)	EMPLOYEE NO.	DIVISION
Colborn	Andrew	L.	6641-0332	Jail
TITLE		ASSIGNMENT		DATE:
Corrections Officer				

SECTION A					FACTOR CHECK LIST	5
	1	2	3	4	Immediate Supervisor Must Check Each Factor in the Appropriate Column	
	NOT SATISFACTORY	NEEDS SOME IMPROVE.	MEETS STANDARDS	EXCEEDS STANDARDS		
	x				1. Observance of Work Hours	
	x				2. Attendance	
	x				3. Grooming & Dress	
	x				4. Compliance with Rules	
	x				5. Safety Practices	
		x			6. Public Contacts	
		x			7. Suspect Contacts	
	x				8. Employee Contacts	
	x				9. Knowledge of Work	
	x				10. Judgements	
	x				11. Planning and Organizing	
	x				12. Quality of Work	
		x			13. Volume of Acceptable Work	
	x				14. Meeting Deadlines	
		x			15. Accepts Responsibility	
	x				16. Accepts Direction	
	x				17. Accepts Change	
	x				18. Effectiveness Under Stress	
	x				19. Appearance of Work Station	
	x				20. Operation & Care of Equipment	
		x			21. Work Coordination/Cooperation	
		x			22. Initiative	
		x			23. Self Improvement	
	x				24. Knowledge of Policy & Procedure	
	x				25. Courtroom Demeanor	
		x			26. Response to Supervision	
	x				27. Radio Communications	
	x				28. Report Writing	
FOR EMPLOYEES who SUPERVISE OTHERS						
					29. Planning & Organizing	
					30. Scheduling & Coordinating	
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					32. Evaluating Subordinates	
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CHECKS IN COLS. 1 & 2 MUST BE EXPLAINED IN SECTION C

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SHERIFF ROBERT C. HERMANN

SECTION B Record job STRENGTHS, superior performance incidents, progress achieved, or checks in Col. 4.

Andy is a very solid corrections officer. He has a very good working relationship with the public & the inmates. Also Andy will accept additional duties working with the huber paperwork when the huber officer is gone. Andy also has very good observation skills. (contraband coming through the mail) cigarettes

SECTION C Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. (Explain checks in Col. 1 and 2.)

on inmate coming back from court. He also responds to supervision very well.

N/a

SECTION D Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during next evaluation period.

Andy needs to continue to improve on his job knowledge. He also should take any additional courses that may help him in any future advancement within the dept.

SECTION E Accomplishment of GOALS from PREVIOUS evaluation.

Andy should continue to improve on his job knowledge. He also has become a great asset to the shift.

RATER: I certify this report represents my best judgement. I DO I DO NOT recommend this employee be granted regular status. (For final probationary reports only).

(RATER'S SIGNATURE)

(TITLE)

(DATE)

REVIEWER: (If none, so indicate)

(REVIEWER'S SIGNATURE)

(TITLE)

(DATE)

EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. I wish to discuss this report with the reviewer.

Comment:

Andrew L. Colborn #332
(EMPLOYEE'S SIGNATURE)

12/22/94
(DATE)

**MANITOWOC COUNTY SHERIFF'S DEPARTMENT
EMPLOYEE REPORT**

Name Andrew Colborn	Division Jail	Date 03/09/95
------------------------	------------------	------------------

Verbal Written

STATEMENT OF INCIDENT:

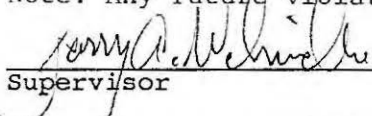
On 03/09/95 CO Andrew Colborn while working in the Central control, did turn over an envelope of money to a [REDACTED] with the authority of inmate [REDACTED]. CO Colborn removed the envelope of money from the locked box in Central control room, and handed the envelope to [REDACTED], without opening the envelope to check it's contents. The envelope was plainly marked with "[REDACTED]" and "166.62" and sealed. [REDACTED] signed for the receiving of the envelope on the back of [REDACTED]'s inventory sheet, and then left the jail.

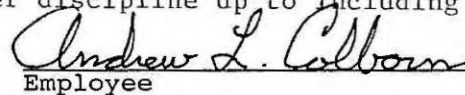
On 03/10/95 @0805hrs. [REDACTED] called the jail and was very upset. She stated that she had just opened the envelope that she received from the jail on 03/09/95 and it only contained \$26.62, and not the \$166.62 marked on the outside of the envelope. A search was conducted with every place that an inmate could have had money either placed or put for his accounts, and no money could be located. When contacting CO Colborn about the incident, He said that he didn't count the money in the envelope.

ACTION TAKEN:

A Verbal warning - CO Colborn was spoken to about the incident in length, and advised in the future to open any container that the public is receiving from the jail, that way if the envelope is short, then we can take the issue up immediately. With the person leaving without opening the envelope, it is extremely hard for the jail to prove the person isn't trying to pull some kind of scam on the jail.


Note: Any future violations could result in further discipline up to including discharge.


Supervisor

 #332
Employee

Union Copy Delivered To:


Sheriff or Inspector


Union Representative

Copies to: Employee, Supervisor, Union Representative, Sheriff/Inspector, Personnel Department, Employee's Personnel File.

05/24/95

* POST-HIGH GRADE REPORT *

COURSE DESCRIPTION	NUMBER	GRADE	CREDITS	POINTS
RULES OF EVIDENCE	504-130-50	B	3.00	9.00
ORAL/INTERPRS COMM	801-196-54	B	3.00	9.00

	GPA	CREDITS	POINTS
SEMESTER	3.00	6.00	18.00
CUMULATIVE	3.50	24.00	84.00

504-12 PROGRAM-POLICE SCIENCE

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SHERIFF ROBERT C. HERMANN

WORKING ON TWENTY YEARS
LESHORE TECHNICAL COLLEGE-CLEVELAND CAMPUS

DOLBORN ANDREW L
~~XXXXXXXXXXXXXXXXXXXX~~

Manitowoc County Sheriff's Department

Thomas H. Kocourek
SHERIFF



Kenneth J. Petersen
INSPECTOR

August 30, 1995

Andrew Colborn, Corrections Officer
Manitowoc County Sheriff's Department

SUBJECT: POLICE SCHOOL LIAISON OFFICER POSITION

Dear Andy:

Thank you for applying for Police School Liaison Officer position. Deputy ~~██████████~~ ~~██████████~~ was awarded this new assignment in accordance with the WPPA bargaining agreement.

We appreciate your interest and hope that you will continue to apply for any future position vacancies as they become available.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth J. Petersen", is written over a large, stylized "P" that serves as a background for the signature.

Kenneth J. Petersen, Inspector
Manitowoc County Sheriff's Department

KJP:kl

cc: Personnel file

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BY: RT C. HERMANN

MANITOWOC COUNTY SHERIFF'S DEPARTMENT

PERFORMANCE EVALUATION REPORT

USE INK OR TYPEWRITER
FOR FINAL MARKINGS

EMPLOYEE NAME (Last) (First) (Init.) | EMPLOYEE NO. | DIVISION
 Colborn Andrew L. 6641-0332 Jail
 TITLE | ASSIGNMENT | DATE:
 Corrections Officer

SECTION A	1 2 3 4				FACTOR CHECK LIST Immediate Supervisor Must Check Each Factor in the Appropriate Column	5
	NOT SATISFACTORY	NEEDS SOME IMPROVE.	MEETS STANDARDS	EXCEEDS STANDARDS		
	X				1. Observance of Work Hours	
	X				2. Attendance	
	X				3. Grooming & Dress	
	X				4. Compliance with Rules	
	X				5. Safety Practices	
		X			6. Public Contacts	
		X			7. Suspect Contacts	
	X				8. Employee Contacts	
		X			9. Knowledge of Work	
	X				10. Judgements	
X					11. Planning and Organizing	
		X			12. Quality of Work	
		X			13. Volume of Acceptable Work	
	X				14. Meeting Deadlines	
		X			15. Accepts Responsibility	
	X				16. Accepts Direction	
	X				17. Accepts Change	
	X				18. Effectiveness Under Stress	
	X				19. Appearance of Work Station	
	X				20. Operation & Care of Equipment	
		X			21. Work Coordination/Cooperation	
		X			22. Initiative	
		X			23. Self Improvement	
	X				24. Knowledge of Policy & Procedure	
	X				25. Courtroom Demeanor	
		X			26. Response to Supervision	
	X				27. Radio Communications	
	X				28. Report Writing	
FOR EMPLOYEES who SUPERVISE OTHERS						
					29. Planning & Organizing	
					30. Scheduling & Coordinating	
					31. Training & Instructing	
					32. Evaluating Subordinates	
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					36. Communication w/Subordinate	
					37.	

CHECKS IN COLS. 1 & 2 MUST BE EXPLAINED IN SECTION C

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SHERIFF ROBERT C. HERGMAN

SECTION B Record job STRENGTHS, superior performance incidents, progress achieved, or checks in Col. 4.

ANDY IS A VERY SOLID CORRECTIONS OFFICER. ANDY ALSO HAS A VERY GOOD RAPPOR T WITH THE PUBLIC, INMATES, & FELLOW EMPLOYEES. ANDY ACCEPTS RESPONSIBILITY VERY WELL, & HE HAS ASSISTED IN THE HUBER WORK IN THE ABSENCE OF THE HUBER OFFICER. ANDY ALSO HAS USED HIS INVESTIGATIVE SKILLS ON SEVERAL OCCASIONS INVOLVING HUBER INMATES. ANDY ALSO RESPONDS TO SUPERVISION VERY WELL.

SECTION C Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. (Explain checks in Col. 1 and 2.)

ANDY NEEDS TO IMPROVE ON MAKING OUT HIS TIME CARDS IN A MORE TIMELY FASHION.


SECTION D Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during next evaluation period.


ANDY SHOULD CONTINUE TO IMPROVE ON HIS JOB SKILLS. HE SHOULD TAKE ANY ADDITIONAL COURSES THAT MAY HELP HIM IN ANY ADVANCEMENT IN THE DEPT.

SECTION E Accomplishment of GOALS from PREVIOUS evaluation.

ANDY SHOULD CONTINUE TO IMPROVE ON HIS INVESTIGATIVE SKILLS. ANDY ALSO HAS BEEN A GREAT ASSET TO THE SHIFT.

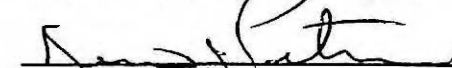
RATER: I certify this report represents my best judgement. I DO
 I DO NOT
recommend this employee be granted regular status. (For final
probationary reports only).

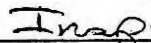

(RATER'S SIGNATURE)


(TITLE)

12/20/95
(DATE)

REVIEWER: (If none, so indicate)



(REVIEWER'S SIGNATURE)


(TITLE)

1-3-96
(DATE)

EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.
 I wish to discuss this report with the reviewer.

Comment:


(EMPLOYEE'S SIGNATURE) #332

12/20/95
(DATE)

Manitowoc County Sheriff's Department

Thomas H. Kocourek
SHERIFF



Kenneth J. Petersen
INSPECTOR

January 12, 1996

Mount Senario College
1500 College Avenue West
Ladysmith, WI 54848

To Whom It May Concern:

Andrew L. Colborn, date of birth [REDACTED], has been employed with the Manitowoc County Sheriff's Department as a Corrections Officer since February 2, 1992 to the present date.

Should you need any further information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth J. Petersen", is written over a horizontal line.

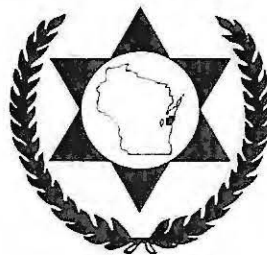
Kenneth J. Petersen, Inspector
Manitowoc County Sheriff's Department

KJP:kl

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SHERIFF ROBERT C. HERMANN

Manitowoc County Sheriff's Department

Thomas H. Kocourek
SHERIFF



Kenneth J. Petersen
INSPECTOR

February 28, 1996

Andy Colborn
Manitowoc County Sheriff's Department

SUBJECT: PATROL OFFICER POSITION

Dear Andy:

I am pleased to inform you that you have been selected to fill the Patrol Officer position recently vacated by ~~XXXXXXXXXX~~. This appointment is effective March 23, 1996. Please contact Deputy Inspector Tisler at your earliest convenience concerning your work schedule and the duties and responsibilities associated with the position.

I wish you continued success with your employment at the Manitowoc County Sheriff's Department.

Sincerely,



Kenneth J. Petersen, Inspector
Manitowoc County Sheriff's Dept.

KJP:kl

c: LEER
Personnel Dept.
Richard Tisler, Deputy Inspector
Personnel file (Colborn)

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SHERIFF ROBERT C. HERMANN

PERFORMANCE EVALUATION REPORT

USE INK OR TYPEWRITER
FOR FINAL MARKINGS

EMPLOYEE NAME (Last) (First) (Init.) EMPLOYEE NO. DIVISION
 Colborn Andrew L. 6641-0432 Operations

TITLE ASSIGNMENT DATE:
 Patrol Officer

SECTION A					FACTOR CHECK LIST	5	
NOT SATISFACTORY		NEEDS SOME IMPROVE.		MEETS STANDARDS		EXCEEDS STANDARDS	
				Immediate Supervisor Must Check Each Factor in the Appropriate Column			
	✓				1. Observance of Work Hours		
	✓				2. Attendance		
	✓				3. Grooming & Dress		
	✓				4. Compliance with Rules		
	✓				5. Safety Practices		
		✓			6. Public Contacts		
	✓				7. Suspect Contacts		
	✓				8. Employee Contacts		
	✓				9. Knowledge of Work		
	✓				10. Judgements		
	✓				11. Planning and Organizing		
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	✓				13. Volume of Acceptable Work		
	✓				14. Meeting Deadlines		
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	✓				16. Accepts Direction		
	✓				17. Accepts Change		
	✓				18. Effectiveness Under Stress		
	✓				19. Appearance of Work Station		
	✓				20. Operation & Care of Equipment		
	✓				21. Work Coordination/Cooperation		
	✓				22. Initiative		
	✓				23. Self Improvement		
	✓				24. Knowledge of Policy & Procedure		
	✓				25. Courtroom Demeanor		
		✓			26. Response to Supervision		
	✓				27. Radio Communications		
		✓			28. Report Writing		
FOR EMPLOYEES who SUPERVISE OTHERS							
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 SHERIFF ROBERT C. HERMANN

CHECKS IN COLS. 1 & 2 MUST BE EXPLAINED IN SECTION C

SECTION B Record job STRENGTHS, superior performance incidents, progress achieved, or checks in Col. 4.

Andy is a new officer on patrol. He is an officer that is very conscientious about his actions and very willing to learn. He has come to patrol with his past experience in the jail division at this dept. Andy responds to supervision well and has very neat and complete reports.

SECTION C Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. (Explain checks in Col. 1 and 2.)

None noted.

SECTION D Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during next evaluation period.

Andy should further his knowledge in the patrol field by attending specialized training sessions.

SECTION E Accomplishment of GOALS from PREVIOUS evaluation.

RATER: I certify this report represents my best judgement. I DO
 I DO NOT
recommend this employee be granted regular status. (For final
probationary reports only).

(RATER'S SIGNATURE)

(TITLE)

(DATE)

REVIEWER: (If none, so indicate)

(REVIEWER'S SIGNATURE)

(TITLE)

(DATE)

EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.
 I wish to discuss this report with the reviewer.

Comment:

(EMPLOYEE'S SIGNATURE)

(DATE)