

### 1.427 PERSONNEL FILES

- A. The agency's directives pertaining to personnel files are in accordance with:
1. [USM VII 6.02 Policy on Personnel Files for Nonexempt and Exempt Staff Employees](#); and
  2. [TU 07-06.02 Implementing Procedures on Personnel Files for Nonexempt and Exempt Staff Employees](#).
- B. Except for commendation related documents, the agency's personnel files contain copies of related original documents that are in the Office of Human Resources (OHR) official personnel files. Originals of commendation related documents are retained in agency files, but copies are not retained by OHR.
- C. The agency's personnel files are segmented into sections that are:
1. Job Descriptions – retained permanently;
  2. Miscellaneous – retained permanently:
    - a. Transfer requests;
    - b. Secondary employment authorizations; and
    - c. Miscellaneous correspondence to and from the Office of the Chief, etc.,
  3. Commendations – retained permanently:
    - a. Letters, certificates, and commendations;
    - b. Awards and medals; and
    - c. Letters of appreciation from citizens, etc.;
  4. Disciplinary Material – retained consistent with LEOBR or other applicable administrative disciplinary processes;
  5. Performance Evaluations – retained five years; and
  6. Other Important Information – retained permanently:
    - a. Hiring notices;
    - b. Promotional announcements;
    - c. Transfer announcements;
    - d. Modified duty announcements;
    - e. Suspension notifications;
    - f. Special or ancillary assignments within the agency;
    - g. Separation notices of resignation, retirement, termination, etc.
- D. The management and security of the agency's personnel files is the responsibility of the commander responsible for human resources functions with day-to-day activities assigned to an administrative assistant.
- E. New material will be placed in personnel files within 30 days from receipt or generation of the materials.
- F. Requests to access personnel files at OHR will be in accordance with [07-06.02](#).
- G. Requests to access the agency's personnel files will be honored and processed on a need-to know basis.
  1. Personnel files will be made available Monday through Friday during normal business hours, except on holidays.
  2. Personnel files may be accessed by:
    - a. The Chief;
    - b. The commander responsible for the agency's human resources functions;
    - c. Subordinates' respective commanders;
    - d. Subordinates' supervisors with specific job related reasons;
    - e. Employees who wish to review their own files;
    - f. Supervisors when they are completing their subordinates' performance evaluations;
    - g. Commanders and supervisor when employees are transferred from one unit or command to another;
    - h. Employees who are conducting internal investigations and have specific need to know access granted by the commander responsible for the internal affairs function; and
    - i. People from outside the agency who have legitimate law-enforcement needs or possess appropriately sufficient waivers to release the information.
- K. When employees leave the employ of the agency, personnel files will be sealed and retained consistent with the agency's records retention and destruction schedule.

**Intentionally Blank**