




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 Procedures	Effective Date: March 1, 2005	Amends/Supersedes: N/A	By Authority of the Chief of Police  Charles A. Penn
Accreditation Standard(s): ADM.25.11			

562.01 Records Retention and Disposal

- I. **Policy** - The Police Department accumulates and maintains various records throughout the organization. Such records may include, but are not limited to, personnel records, law enforcement records, training records and other types of correspondence.

The Records Management and Imaging Services Division of the Library of Virginia maintains Records Retention and Disposition Schedules for government agencies. These schedules constitute a legal plan for maintaining and destroying records and information. The Police Department shall comply with these provisions and any other applicable federal, state, and county laws.

The Commander of the Information and Technology Management Section shall be the designated Records Officer and will assist Department personnel in identifying all vital, archival, and permanent records and ensuring records are properly maintained.

Department personnel shall ensure the records applicable to their assignment are retained for at least the time span set forth in the General Retention Records and Disposition Schedules. These schedules are available and distributed by the Records Officer.

II. Procedure

- A. Personnel Records - County Personnel maintains a personnel file on all County employees. This is an employee's official personnel file. The Human Resources Management Section (HMRS) of the Police Department maintains a department master personnel file. Those documents in the Department master personnel file are retained and destroyed in accordance with the State Records Retention and Disposition Schedules. An employee's department master personnel file may contain the following documents:

- Condition of Employment Agreement
- Manual Receipt Form
- Performance Appraisals
- Rebuttal to a Performance Appraisal
- Letter of Commendation
- Letter of Corrective Action

- Memos of transfer/assignment
- Memos of promotion/appointment
- Merit Award Memo
- Exceptional Employee Award Memo
- Superior Performance Award Memo
- Memo of resignation/retirement/termination
- Final Clearance Sheet
- Any awards or nominations recognizing law enforcement service
- Employer First Report of Accident Form (copy of Worker's Compensation Form)
- Status reports from doctor(s) in reference to light duty, time off, or return to work.
- Injury Reports (vehicular/non-vehicular)
- Request to Carry Personal Firearm Off/On Duty Form
- Applicant Background Package

The Department master personnel file is kept in a secure area and access restricted to those persons legally permitted to review these records.

The personnel files maintained by each Division or Section are at the discretion of the Commander. The only documents that are mandatory for each section to maintain are the Emergency Notification, Change of Address and Personnel Skills Inventory Forms.

A copy of an Emergency Notification Form for each employee will be maintained at the section level. Even though the information contained on the form is used to update the RMS records, a copy is to be maintained, in the event the RMS records are unavailable.

When an employee receives his/her annual performance appraisal, the Emergency Notification, Change of Address and Personnel Skills Inventory Forms on file should be reviewed and any necessary changes made. When an employee updates one of these forms, a duplicate is to be forwarded to the HRMS for input into RMS.

- B. Medical Records - The Occupational Health Unit maintains all physical examination files pertaining to an employee. The HRMS or its contractor permitted to conduct such investigations shall maintain the results of psychological examinations. These files are kept in a secure area and access restricted to those persons legally permitted to review them. The Commander of the Support Management Section maintains the Blood Pathogen Exposure Report.

- C. Training Records - The Training and Career Development Unit maintains all training documents, firearm training records, educational assistance program, Individual Development Program (IDP) form, and the recruit training package forwarded from the Academy. Firearm registration, assignments and inspection records are maintained by the Armory.
- D. Internal Affairs Records - The Internal Affairs Section maintains use of force reports, pursuit reports, and internal investigation reports. These files are kept in a secure area and access restricted to those persons legally permitted to review them.
- E. Investigative Records - The Criminal Investigations Division maintains all investigative files. These files are retained and disposed of in accordance with the State Records Retention and Disposition Schedules.
- F. Miscellaneous Records - The Office of the Chief maintains Off Duty Employment Permits. The Systems Management Division Commander's Office maintains security system records and Individual Development Program (IDP) forms. The Property Management Unit maintains the Individual Equipment Issuance Record. VCIN re-certification documents are maintained by the terminal agency coordinator.
- G. Destruction of Records - Requests to destroy records for which the minimum retention period has lapsed shall be submitted to the Records Officer. A Certificate of Records Disposal must be completed prior to destroying records. The signature of the Records Officer constitutes official approval to destroy the records. Once the records have been destroyed, the original completed Certificate of Records Disposal form is submitted to the Records Management and Imaging Services Division. This form is retained permanently by the Library of Virginia.