




## ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

<b>Chapter: 5</b> Procedures	<b>Effective Date:</b> January 31, 2020	<b>Amends/Supersedes:</b> March 1, 2005	<b>By Authority of the</b> <b>Chief of Police</b>    Charles A. Penn
<b>Accreditation Standard(s):</b>  PER.09.05			

### 512.05 Employee Records Management

#### I. Policy

A supervisor shall provide an employee with a copy of any record or document subsequent to placing it in an employee's official, unofficial, or shift level file. The department will comply with all applicable federal, state, and county regulations pertaining to information maintained in an employee's personnel file. Arlington County *Administrative Regulation 2.7 - Personnel Rules* shall have primacy in all matters related to personnel file management.

#### II. Procedure

##### A. Personnel Files

1. Official Personnel File - An employee's official personnel file is stored and maintained by the Arlington County Human Resources Department. This file contains employment related documentation and serves as a historical record of information pertaining to an employee from the date of hire to separation. Employees may review their files electronically through AC Commons via the ERMS/OnBase link.
2. Unofficial Personnel File – Personnel files maintained at the Police Department are unofficial records, but are subject to the same rules, regulations and procedures as official Personnel Files. Such files will be accessible to supervisors provided that an employee is under the supervisor's command or is being considered for a position under that supervisor's command.
3. Shift Level Employee File – A working file may be maintained by a supervisor, to track performance information on an individual employee. This file typically contains documents such as notes of conversations, assignments, productivity, conduct, and information that supports performance evaluations.

- B. Content of Files - Any information related to the employee or the employee's job performance may be included in a Personnel File. Personnel Files should be used to document actions which can be used to evaluate performance, provide corrective action, assess training needs and, if necessary, initiate

disciplinary action. Employees have the right to examine all information maintained in a Personnel File.

1. Personnel Files are used to document an employee's performance and are useful and necessary for supervision and evaluation. Information specifically prohibited from being included in a file includes any unfounded complaint against an employee, records pertaining to a complaint, or an internal administrative investigation.
  2. An employee who finds a factual error in a Personnel File shall bring it to the attention of their supervisor. If the error is not corrected, a statement by the supervisor shall be included to explain why the error was not corrected. An employee may also supplement their Personnel File with information which adds to, or refutes, what is contained in the file.
- C. Security of Records – All personnel Files are considered confidential and/or sensitive and will be stored in a secure location when not in use.
- D. Retention and Disposal of Shift Level Employee File - Information shall be kept only if it is current and needed.
1. Files should be reviewed annually, to coincide with the employee's performance evaluation, and discarded once the information is no longer needed.
  2. Upon transfer or reassignment of an employee, the file will be reviewed by their current supervisor and information no longer needed will be removed. The file will subsequently be forwarded with the employee to their new assignment.
  3. When an individual is no longer employed by the department this file will be destroyed in accordance with state retention and disposition schedules.