



Boulder Police Department Policy and Procedure

	Subject: Employment Records		General Order: 112
	Effective: October 21, 2024 Reviewed: October 15, 2024	Replaces: GO 112 February 18, 2015	Approved by:  Chief Stephen Redfearn
General Order Topic(s): 112-1 Organization of Employment Record 112-2 Organization of Payroll Records 112-3 Internal Access to Employment Records and Payroll Records 112-4 Release of Employment Records to Outside Entities 112-5 Terminated Employees 112-6 Background and Referral Information 112-7 Litigation Holds		Accreditation Standard(s): N/A Statutory References: C.R.S B.R.C Related General Orders:	

POLICY

The department maintains a record of employment information for each member in compliance with the city's retention schedule. The employment and payroll records document all personnel actions concerning an individual member. All governing conditions are in accordance with the applicable BMEA or BPOA contract, city or department policy, and applicable law.

PROCEDURES

112-1 Organization of Employment Records

- A. The Chief of Police designates the commander of the Personnel Unit as custodian of employment records.
- B. The employment record of an employee is maintained by the Personnel Unit and consists of the following components:
 1. Commendatory: documents commending an employee's performance.
 2. Derogatory: written reprimands and records of disciplinary action.
 3. Evaluation: performance evaluations and summaries.
 4. Sealed medical: all employment-related medical documentation.
 5. Sealed pre-employment: selection process documents, test materials and results, personal history statement, and background investigation.
 6. Employment: documents, other than those above, relating to employment activities not covered by specific categories and not sensitive in nature, including an employment application or resume.

- C. The training record of an employee is maintained by the Training Unit and consists of:
 - 1. Documentation of all formal training and education,
 - 2. Course documentation,
 - 3. Training certificates.

112-2 Organization of Payroll Records

The Finance Unit maintains payroll files consisting of:

- A. Payroll sheets,
- B. Absence slips,
- C. Attendance records,
- D. Personnel action forms (PAFs),
- E. Personal sick leave verification records,
- F. Related memoranda.

112-3 Internal Access to Employment Records and Payroll Records

- A. An individual member may review his/her own employment records and payroll records.
- B. Immediate supervisors may review payroll records and the following subcategories of their employee's employment records:
 - 1. Commendatory,
 - 2. Derogatory,
 - 3. Employment,
 - 4. Evaluation,
 - 5. Training,
 - 6. Payroll records.
- C. Professional Standards Unit investigators, with authorization of the Chief of Police, may review specific subcategories; however, any review of sealed files is scheduled with the custodian of employment records.
- D. The Chief of Police, the Deputy Chief of the Support and Staff Services Division, and the custodian of employment records have unrestricted access to all employment records. Only these individuals may verbally release information from an employment record for department business or job verifications. With a signed release, the Chief of Police, Deputy Chief of the Support and Staff Services Division, or the custodian of employment records may also release information from employment records for background or employment history purposes.
- E. The Chief of Police, the Deputy Chief of the Support and Staff Services Division, and the Finance Unit staff have access to all payroll records. Requests for the release of payroll information are referred to the City of Boulder's Finance Department.

- F. The Personnel Unit is responsible for the maintenance of all employment records and has access to the entire file. The Finance Unit staff is responsible for the maintenance of all payroll records and has access to the entire payroll file.
- G. The custodian of employment records may authorize the review of specific subcategories of the employment record and payroll record for transfer, special assignment, or promotional selection purposes by the designated supervisor.
- H. Requests to access sealed files must be approved by the Chief of Police or designee.

112-4 Release of Employment Records to Outside Entities

- A. The custodian of records, the Deputy Chief of Staff and Support Services, and the affected employee are notified whenever there is a request for all or part of a member's employment file. The Deputy Chief of Staff and Support Services, or designee, will consult with Human Resources and the City Attorney's Office if necessary, regarding the release of records except under the following circumstances:
 - 1. When the custodian of employment records is provided with a court order, a judge may review an employment record. When the custodian of records is served with a subpoena or court order for employment records, the records are turned over to the city attorney, department legal advisor, or district attorney for court hearing purposes.
 - 2. A waiver signed by the affected member grants permission to a specified individual or organization to review a member's employment record. The waiver authorizes review except for the sealed pre-employment file.
- B. Training records are normally not considered to be employment records and may be released in response to a request from the district attorney or a member of the public.
- C. A log of all records released, either by request or court order, is maintained by the section responsible for the record(s). A log of all records retained pursuant to litigation holds is maintained by the section or unit responsible for the record(s).

112-5 Terminated Employees

Upon employment termination, a member's employment record, attendance record, and those PAFs reflecting the most recent address change and any changes in employment status or payroll from the payroll file, are archived and retained according to the city's records retention schedule.

112-6 Background and Referral Information

Official inquiries regarding a member's or former member's employment for background or referral purposes are forwarded to the Personnel Unit. While this general order does not preclude an individual member from providing referral or background information relative to members or former members to background investigators, the official department position regarding a member's or former member's employment with the Boulder Police Department is issued by the Chief of Police or designee. Department members are

responsible for knowing what types of information may be divulged to background investigators and members contact the Personnel Unit for clarification or guidance should they have questions.

112-7 Litigation Holds

Any record subject to a litigation hold is exempt from the city's retention schedule until such time the litigation has been resolved as determined by the city attorney's office.