DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		**P&P-D-116**
Personnel Files & Records – Electronic Files		
Effective Date: 11-04-25 Supersedes: 10-01-25	Approval: Sheriff	Number of Pages: 3
References: PP-B-106	Reevaluation Date: Annually or as needed	Standards: CALEA LE 31.4.6, LE 82.3.5 ACA 7B-04, 7E-02

I. **POLICY**

The following standard practices and procedures have been established for the placement, retention, review and access of personnel documents. <LE 82.3.5>

II. **OFFICE PERSONNEL FILES**

All files regarding a member's documented performance, hiring, training, and other personnel matters will be maintained electronically. Each supervisor is responsible to document employee performance, both negative and positive. All negative or corrective entries will be discussed with the employee before being published. All documentation should be information and documents that are helpful in completing upcoming evaluations and useful in monitoring member performance.

III. **Specific Documentation Categories**

1. Evaluations: Evaluations are completed through Talent Center. The employee will complete a self-evaluation. Each supervisor is responsible to assist their employees in their development by the creation of goals. These goals can be short-term or for the entire evaluation period. The supervisor will then complete the evaluation and meet with the employee prior to their individual signing of the evaluation.

2. Personnel Action Forms (PAFs): All completed PAFs will be kept in Professional Standards SharePoint files under the individual's file. Annual PAFs are completed electronically and not uploaded into SharePoint.

3. Personnel File: All information and forms that are gathered by the hiring unit will be attached to the employee's file in SharePoint. This will include applications, resumes, Oath of Office, W-4, I-9, emergency information, fingerprints, background checks, personal history, and integrity interview reports, etc. These documents are considered confidential and will not be viewable except by staff assigned to hiring and command staff. <LE 82.3.5>

4. Training: Training documentation is stored in PowerDMS. All training certificates will be attached to the appropriate training category by the Training Support Specialist. This includes POST certificates and college transcripts.

5. Commendations: All commendations that are not intended to be formal awards can be loaded into the appropriate recognition file in Guardian Tracking and/or transferred BlueTeam.

6. Authorized Weapons: Employees wishing to carry handguns other than a Glock are required to submit an email to the Training Unit and the Professional Standards Division Chief pursuant to *P&P B-106 Use of Authorized Lethal Weapons*

(appendix A). This request has an approval process up to the member's division commander. Once approved by the division commander, he will create an action item assigning the request to the Professional Standards Division Chief for review.

7. Secondary Employment: All such requests must be submitted by addressing a memo to the member's division chief through the member's chain of command. The division chief will then make the final decision to approve or deny the request. Once approved or denied, the division chief will return the memo to the requesting member and the requesting member will upload it in a Guardian Tracking entry under the secondary employment authorization category.

8. Discipline: All letters of reprimand will be maintained within IAPro. A copy should be uploaded into Guardian Tracking. The active period is set within Guardian Tracking and will be purged at the end of the disciplinary period.

9. Modified Duty Forms: When an employee is on modified duty, the personnel coordinator will load the modified duty agreement with the work restrictions in the Professional Standards Team Site. In this way, the member's supervisors can review and manage the member's modified duty status. Once the member is cleared for full duty, the modified duty entry will be made showing the updated status.

10. Confidential Medical Files: These files are uploaded in the Personnel Team Site and are used for confidential medical information only. Examples of this are, pre-employment physical and psychological evaluations or subsequent exams as needed. Entries into this category are only to be made by hiring personnel and the personnel coordinator assigned to Professional Standards. The entries shall be made confidential and will not be viewed by or shared with any member or other party without prior approval by the Sheriff, Undersheriff or Professional Standards Division Chief. <7B-04><7E-02>

11. Equipment Issue Log: This log is kept in Guardian Tracking. It accounts for property and equipment items assigned to the employee. Once an employee is assigned to an area, the following procedure will take place for issuing/re-issuing agency property and equipment:

    - The supervisor will review and correct, if necessary, the employee's equipment issue log.
    - The equipment issue log will be reviewed for accuracy during the annual evaluation process.

IV.   Early Interventions

Within GT are early intervention categories. These are set by the system administrator and are designed to alert supervision to repeated negative behaviors of members as documented by their supervisors. These categories are created by selecting documentation categories to be weighed against frequency of occurrence during a set time period. When an early intervention alert is generated the member's supervisor will receive notice of the alert in GT. This alert will require the supervisor take action that is designed to correct the behavior. In most cases this will require more formalized discipline documented in Blue Team.

V.   Recognitions

Recognition flags are created by GT when an employee has been commended repeatedly. These are set by the system administrator and are designed to alert supervision to repeated positive behaviors of members as documented by their supervisors. These categories are created by selecting documentation categories to be weighed against frequency of occurrence during a set time period. This alert will require the supervisor take action that designed to recognize the behavior.

VI. **Employee GT File Entry Access**
Supervisory entries in individual employee files are designed to document performance and provide clear communication between the employee and their supervisor. Within the GT system, categories are established to help supervisors identify the appropriate section for each summary, and supporting documents can also be uploaded.

It is crucial to emphasize that these entries are confidential and intended solely for the involved employee and supervisor. Accessing an entry without a legitimate work-related need is a violation of policy. If you receive a notification regarding an entry in which you are not directly involved, please refrain from opening it.

Additionally, the audit feature in the GT system monitors who views each entry and when it is accessed. Maintaining the confidentiality of these files is essential for a respectful and secure workplace.