1. PURPOSE

The purpose of this policy is to establish the content, authority, and access of official personnel files.

2. PERSONS AFFECTED

All personnel.

3. POLICY

It shall be the policy of the Hawai‘i Police Department to establish, maintain, and secure a current record of a member’s history with the department.

4. RESPONSIBILITIES

4.1. The Assistant Chief of the Administrative Bureau is designated as the department’s Personnel Officer and shall be responsible for ensuring that personnel files are properly maintained and kept current. The Personnel Officer shall maintain file security and ensure that only authorized personnel have access to the files.

4.2. All personnel shall be responsible for submitting to the Personnel Officer any changes with regard to marital status, children, emergency contact, residence and telephone number, via the Human Resources Section on the Change of Status form, as soon as practicable.

4.3. The Division Commander shall be responsible for ensuring that division files for each employee under their command are properly maintained and kept current. The Division Commander shall maintain file security and ensure that only authorized personnel have access to the files.

5. PROCEDURES FOR PERSONNEL FILES

5.1. Components of Personnel File

5.1.1. Only one official personnel file per person shall be maintained.

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5.1.2. The file shall be a current record of the person's history with the department and shall contain the following items concerning/pertaining to the person:

a. A service record form.

b. Job application form(s).

c. Employee Performance Appraisals.

d. Copies of personnel orders pertaining to new hire, promotion, and intra-departmental movement.

e. All letters of commendation.

f. Reports of all sustained complaints.

g. All other essential information.

h. Any other information personnel may wish to include in their file. Personnel shall submit a memorandum to the Personnel Officer stating the reason for such a request.

5.2. Persons Authorized to Inspect Personnel Files

5.2.1. Personnel holding the rank of captain and above may inspect personnel files.

5.2.2. With the permission of the Personnel Officer and in his/her presence or the presence of his/her designee, commanders are authorized to view the files of personnel under their command for official purposes only.

5.2.3. Human resources personnel are authorized and responsible for the security and maintenance of departmental personnel files to include duties such as ensuring files are secured when unattended, removing and re-securing files for authorized purposes, inspecting files, and updating files by adding/removing documents.

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5.2.4. The secretary to the Chief's Office and Administrative personnel may view any part of any file in connection with official business or in compliance with General Orders.

5.2.5. In the presence of the Personnel Officer or his/her representative, personnel are authorized to view their own file upon request and by appointment with the Assistant Chief of the Administrative Bureau. Personnel shall be permitted to examine their entire file.

5.2.6. Personnel shall be given a copy of any material in their file if it is to be used in connection with a grievance or a personnel hearing.

## 6. PROCEDURES OF DIVISION FILES

### 6.1. Components of Division File

6.1.1. Only one official division file per person shall be maintained in accordance with current union collective bargaining agreements, as applicable by law.

6.1.2. The file shall contain the following items concerning/pertaining to the employee:

a. Supervisor documentation forms for all non-disciplinary action including documentation only, counselling, in-service training, and formal training; and when required, the memorandum explaining the event.

6.1.3. The file may also contain the following items concerning/pertaining to the employee:

a. Copies of commendation letters

b. Copies of Employee Performance Appraisals

c. Copies of Application for Leave of Absence forms without medical slips

d. Copies of Family Medical Leave Assistance (FMLA) documents without medical documentation

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e. Copies of Military Leave Requests

f. Copies of Timesheets (up to 3 years)

g. Copies of General Correspondence

h. Examples of substandard work

6.1.4. When an employee transfers to a new division, the division shall transfer the division files to the employee's newly assigned division or section commander within 15 days of the transfer.

6.2. Persons Authorized to Inspect Division Files

6.2.1. Personnel holding the rank of captain and above may inspect division files.

6.2.2. Supervisors are authorized to view the files of personnel under their command with permission from the division commander while in the presence of the division commander or their designee for official purposes only.

6.2.3. Division commanders are authorized and responsible for the security and maintenance of division files, including duties such as ensuring files are secured when unattended, removing and re-securing files for authorized purposes, inspecting files, and updating files by adding/removing documents.

6.2.4. The secretary to the Chief's Office and Administrative personnel may view any part of any file in connection with official business or in compliance with General Orders.

6.2.5. In the presence of the division commander or the division commander's designee, personnel are authorized to view their division file. Personnel shall be permitted to examine their entire file.

6.2.6. Personnel shall be given a copy of any material in their file if it is to be used in connection with a grievance or a personnel hearing.

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7. GUIDELINES

7.1. Confidential Nature of Personnel and Division Files

7.1.1. All personnel and division files are to be treated as confidential, and under no circumstances will personnel discuss any entry in the file of any other personnel except in the line of official duty.

7.1.2. Any inquiries from sources outside the police department regarding personnel shall be referred to the Personnel Officer.

7.2. Altering Records in Personnel and Division Files

7.2.1. Only the Police Chief, the Deputy Police Chief, or the Personnel Officer may authorize any changes in the entries contained in any personnel file.

7.2.2. The division commander is responsible for maintaining all division files according to current union collective bargaining agreements, as applicable by law.

7.2.3. Records of disciplinary action and derogatory material shall be handled in the manner prescribed by the most current Collective Bargaining Agreement.

7.2.4. Personnel found guilty of altering, deleting, destroying, or adding anything to any file except under the authority of this General Order shall be subject to disciplinary action.

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