

 <b>Kinston Police Department</b>	<b><u>POLICY: Employee Files</u></b>						<b><u>POLICY #:</u></b>  <b>100-19</b>
	<b><u>NCLEA Standards: 1.19; 3.03;</u></b>						
	<b><u>CALEA Standards: 26.2.2</u></b>						
	<b><u>NCLM Standards:</u></b>						<b>Effective Date:</b>
<input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revised</b>	<b>Revision Dates:</b>	01/07/25					<b>05-01-2022</b>
<b>Approval: Chief of Police</b>							

## I. PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for appropriate Kinston Police Department personnel regarding storage and management of Kinston Police Department Employee Files.

## II. POLICY

The Kinston Police Department will maintain personnel files on employees relating to personnel matters, including but not limited to changes of status, training, commendations, counseling, performance evaluations, and appropriate commission required documentation.

## III. FILE DESCRIPTIONS, ACCESSIBILITY, AND STORAGE

### *City of Kinston Personnel File*

The City of Kinston's employee's personnel file is maintained by the City of Kinston's Human Resource Department. However, it is not a duplicate of the entire Kinston Police Department personnel file maintained by the Office of the Chief of Police.

### *Kinston Police Department Personnel Files*

The Office of the Chief of Police maintains a secured employee (personnel) file for each employee that works for the Kinston Police Department.

Kinston Police Department personnel files include background information, performance history, disciplinary history, commendations, letters of appreciation and training and education certificates.

Kinston Police Department personnel files are only accessible by the Chief of Police, Police Legal Advisor, Administrative Manager, Police Majors, Police Captains and current members assigned to the Office of Professional Standards.

Kinston Police Department personnel files are stored in a locked filed cabinet, stored in the Administrative Manager's Office.

### ***Internal Affairs Investigative File***

The Office of the Professional Standards also maintains and houses a separate secured filing system of all internal investigative files regarding employees.

These files are only accessible by the Chief of Police, the Police Legal Advisor, Police Majors and current members of Office of Professional Standards.

See Kinston Police Department Policy and Procedure 900-5, Internal Affairs, for additional guidance on internal affairs file storage.

### ***Kinston Police Department Training File***

As stated in Kinston Police Department Policy and Procedure 100-8, Training; each sworn member and nonsworn member of the Kinston Police Department shall have an individual training record. This record shall be maintained by the Training Division and will be in electronic format. Copies of all training transcripts, to include Mandatory In- service Training will be placed in the individual officers and/or staff member's training file, to include certifications, in-service training etc.

All past Kinston Police Department employees' training records shall be stored in the file cabinet(s) located in the training storage facility located at the Kinston Police Department. The training storage facility is a secure room; only supervisors and administrative personnel selected by the Chief of Police are granted access to the room.

### ***Employee File (Blue Folder)***

Supervisors maintain and update an employee's individual annual file. This file is utilized to assist supervisors with completing each employee's performance evaluation, under their supervision. An employee's "Blue Folder" is maintained by an employee's immediate supervisor; as the employee is transferred or promoted, the "Blue Folder" is then maintained by the employee's new supervisor.

Annual items maintained in the "Blue Folder" include: memorandums, employee data sheet, training certifications (copy), complaints, commendations, monthly inspections, disciplinary actions, etc.

In order to maintain the "Blue Folder" accordingly, an employee's "Blue Folder" should be reviewed by the employee's immediate supervisor on an annual basis. After the employee's performance evaluation has been reviewed and signed, the supervisor has the authority to withdraw any paperwork necessary to make room for the new physical year.

## **IV. RETENTION OF FILES**

The retention schedule for files stored by the Kinston Police Department will be consistent with the retention schedule set forth by the State of North Carolina Records Retention and Disposition Schedule.