

P.O. 218 Employee Files

Effective From:	7-15-2012	Effective To:	Current
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R. *P.O. 218 - Employee Files*

1. PURPOSE

i) To provide a uniform filing system by which Department employee files are maintained.

2. TYPES AND LOCATIONS OF EMPLOYEE FILES

i) Disciplinary File This file will be maintained by the Internal Affairs Section. The disciplinary file will contain letters of complaint or wrongdoing along with the dispositions of same.

ii) Training File This file shall contain all requests for training and the records of training received. This file shall be maintained by the Louisiana State Police Training Academy.

iii) Personnel File This file shall be maintained by the Human Resources Management Office. This file will contain all data relating to individual promotions, demotions, disciplinary actions, transfers, merit increases, etc.

iv) Unit Employee File This file will be maintained at the unit level.

a) The Unit Employee File will contain all data regarding employees assigned to the unit.

b) Disciplinary matters will not be included in this file. A separate accountability file reflecting letters of complaint or wrongdoing received and forwarded to Internal Affairs for final disposition will be maintained at the unit level.

3. PUBLIC/MEDIA ACCESS TO EMPLOYEE FILES

i) Certain information in an employee's personnel file is considered a public record and portions of it are thus subject to disclosure upon proper request. While permission of the employee is not required, as a matter of internal policy, the affected employee shall be notified when a request for disclosure is received. Such requests shall be directed or forwarded to the Human Resources Management Administrator who shall notify the employee's Commander that the disclosure request has been received. The Commander shall then be responsible for final notification of the employee.

ii) The notification process shall not be used as a means to unnecessarily hinder the provision of or access to any personnel file.

iii) Requests for disclosure of other employee files as enumerated in this order shall be directed or forwarded to the Office of Legal Affairs.

4. CONFIDENTIAL INFORMATION

i) [LRS 44:11](#) exempts from disclosure to the public the home address and the home telephone number (listed or unlisted) of a public employee when the employee has requested that this information be confidential. Due to the nature of the work associated with employment with the Office of State Police, the home address and home telephone number of all employees, commissioned or non-commissioned, shall be considered confidential information, and shall not be released to anyone without the employee's express permission. NOTE: Any employee who wants his home address and telephone number to be available to the public must notify the Human Resources Management Administrator in writing.

ii) Custodians of these records, when responding to requests for public records, shall not display any document or paper without first obscuring from view the home address and/or telephone number of any employee.

iii) Should any employee receive a request from anyone for the home telephone number of another employee, the caller shall be advised that such information is confidential and cannot be disclosed.