

TITLE: EMPLOYEE PERSONNEL FILE

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PURPOSE

To establish lines of communication and criteria for employee requests to review and purge personnel files.

DISCUSSION

The files at Police Headquarters are the official departmental copies of employment history of the member. This directive affects those files kept by the department and does not mandate policy for those official records kept by the Human Resources Department of the City of Santa Fe.

POLICY AND PROCEDURE

REVIEW OF PERSONNEL FILES AUTHORIZATION

30.1.01 Authorization for Review of Personnel files may be granted, as follows:

- A. The Chief of Police and those he/she authorizes.
- B. By a subpoena ordering discovery or by the employee providing a signed release reviewed and approved by the City Attorney's office.
- C. Employees may request to review their personnel file. Such requests shall be made verbally and employees must sign and date a control log.

30.1.02 Procedure for Review

- A. Review of files must take place between the hours of 0800 and 1700 hours, on normal workdays.

- B. Review of files must be done within the confines of the Chief's Administrative Offices.
- C. No material(s) may be removed or duplicated without authorization from the Chief of Police.

PURGING OF INFORMATION

30.1.03 Purging of any employee's file will be in accordance with the City of Santa Fe Personnel Rules and Regulations and applicable union contracts. Purging procedures are as follows:

- A. Employees may request that material be purged from his/her file. This request must be in writing.
- B. Employees may request disciplinary actions be purged after the period specified on the disciplinary action forms, or after the period designated in the personnel rules and regulations and applicable union contracts.
- C. Disciplinary actions resulting in sustained suspension shall be purged in accordance with the City of Santa Fe Personnel Rules and Regulations.
- D. Material purged by virtue of a court order shall also apply to material held in the employee personnel file at the Personnel Department for the City of Santa Fe. These files are located at City Hall.
- E. It is the responsibility of the individual member to submit a formal written request to purge material from his/her personnel file(s). Purging cannot and will not occur until such time as the written request is submitted and approved by the Chief of Police and/or the Human Resources Director.
- F. Any time a request for purging is submitted, or any additions are placed in the files, a copy of that paperwork shall be routed to the City Human Resources Department by a member of the Chief's staff. The action may be purged from the employee's file at the times listed here below:

- 1. Oral reprimand expires after (6) six months and the "request-to-purge" memorandum may be submitted at that time if the employee has shown improvement and has had no other infractions during that time.
- 2. Written reprimands expire after (1) one year and the employee may submit a "request-to-purge" memorandum at that time if the employee has shown improvement and has had no other infractions during that time.
- 3. On suspensions, the employee may submit a "request-to-purge" memorandum after 18 months have passed. This can only be submitted if the employee has shown improvement and has had no other infractions during that period of time.

C. Personnel files shall be reviewed and updated regularly.

DESTRUCTION OF FILES

30.1.04 Personnel files which are held by the Santa Fe Police Department shall be destroyed in accordance with the New Mexico Records Retention Act.

STORAGE OF FILES

30.1.05 Active files shall be stored in the locked file cabinet.

30.1.06 Personnel files normally contain the following items:

- A. Job applications
- B. Transfer documentation
- C. Promotional information
- D. Demotion documentation
- E. Any disciplinary action taken
- F. Letters of complaint

- G. Letters of commendation
- H. Adjustments in position classification
- I. Certifications/educational information
- J. Miscellaneous information, i.e. supervisor's accident reports.

30.1.07 No medical records shall be maintained in the personnel file.

Drafted (awm) 02/03

APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04