

PERSONNEL POLICY

8-28-98

9-12-98

935-2

SUBJECT

Policy Series 999: General
935 - Unit Personnel Jacket

AMENDS

REFERENCE

RECORDS

Policy 935-1

I. INTRODUCTION

All members shall have unit personnel jackets (files) maintained at their element of assignment.

II. POLICY

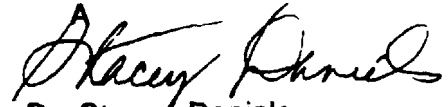
- A. Supervisors and commanders are responsible for the maintenance of unit personnel jackets of members assigned to their element
- B. All personnel documents will be properly filed in the appropriate section, chronologically **with** the most current information on top. Jackets shall be organized, using preprinted divider labels, into the following sections:
 1. Inside front cover - Most current demeanor record
 2. Commendations
 3. Disciplinary Actions
 4. Personnel Actions
 5. Performance/Training
 6. Inside back cover - Miscellaneous and administrative items
- C. Medical information will not be retained in unit jackets.
- D. Jackets will be updated annually using the retention periods set forth in Annex A.
- E. The jacket of a member who is transferring to another element of assignment **will** be updated **prior** to the transfer and **forwarded** to the member's new element
- F. When a member retires or resigns, the immediate supervisor/ commander will attach the completed Form 5444 P.D., Sworn Employee Exit Evaluation Form, or Form **5442** P.D., Civilian Employee Exit Evaluation Form, to the member's jacket and **forward** through the chain of command to the Personnel Records **Section**.

- G. When a member **separates** from the department, other than retirement or resignation, the jacket will be forwarded directly to the Personnel Records Section.



Floyd O. Bartch
Chief of Police

Adopted by the Board of Police Commissioners this 22 day of August, 1998.



Dr. Stacey Daniels
Vice President