

DEPARTMENT GENERAL ORDER 08-01

OFFICE of the CHIEF OF POLICE
AMENDS: SOP 402.11.00

DATE: January 11, 2008

PERSONNEL RECORDS

I. PURPOSE.

To establish procedural guidelines in regard to the handling and storage of employee personnel records.

II. GENERAL INFORMATION.

A personnel file shall be established for each department employee at the time of their date of hire. Records pertaining to the employee will then be entered into the file as necessary. Types of records stored in the file include the employee's basic employment application, background history, letters of commendation, letters of appreciation, complaints and disciplinary actions, training certificates, emergency notification form, performance evaluations, requests for secondary employment, and promotions, among others.

Personnel records shall be maintained and updated by the commander of the Investigations and Support Bureau.

III. SECURITY.

Personnel records shall be considered confidential in nature and access to the files shall be strictly guarded by the commander of the Investigations and Support Bureau. Whereas department employees shall be free to review their own personnel files at any time during normal business hours, access to a subordinate's personnel file by another supervisor or commander shall generally be limited to a review of training records, performance evaluations, and/or related documents. Additional access may be granted with approval of the Chief of Police and/or commander of the Investigations and Support Bureau .

“Pursuant to Section 610.021 (3) and (13) RSMo, all personnel records are closed to the extent permitted by Missouri law.”

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld