

19.145 EMPLOYEE PERSONNEL JACKETS

References:

Procedure 16.111 – Employee Tracking Solution (ETS)

Procedure 18.120 – Release of Information and Public Records

Manual of Rules and Regulations – 9.26(B)

Purpose:

To maintain accurate paper records of the performance of each Department employee to be utilized as a resource, in conjunction with ETS records, for career development and management of personnel.

Policy:

Personnel jackets and medical jackets will be created and maintained for all sworn and civilian Police Department employees.

Procedure:

A. Personnel Jackets

1. Personnel Management Unit will create all Personnel Jackets.
 - a. Personnel Jackets will be stored and maintained at the Personnel Management Unit.
2. The Personnel Jacket will contain the following:
 - a. Personal history including previous employment and formal education of the employee.
 - b. Promotional information
 - c. Current and previous assignments
 - d. Auto accident information
 - e. Commendations
 - f. Performance ratings
 - g. Disciplinary actions

B. Medical Jackets

1. Personnel Management Unit will create and maintain all original Medical Jackets.
2. All districts/sections/units will receive a duplicate Medical Jacket from Personnel Management Unit and maintain the duplicate Medical Jacket for each employee.
3. Medical Jackets are considered confidential and are subject to viewing only under the following circumstances when:
 - a. Supervisors may be told about necessary restrictions or accommodations on the work or duties of the employee.
 - b. First aid and safety personnel may be told, when appropriate, if the disability might require emergency treatment.
 - c. Needed for the management of sick leave benefits.
 - d. Government officials investigating compliance with the Americans With Disabilities Act (ADA) must be given relevant information on request.
 - e. The employee who is the subject of the jacket requests to view it.
4. Refer anyone requesting information from the Medical Jacket for any other reason to Personnel Management Unit.
5. Transfer of Personnel
 - a. Upon transfer of an employee, the district/section/unit commander will forward the duplicate Medical Jacket to the Personnel Management Unit.
 - 1) Personnel Management Unit will examine all jackets for accuracy and forward the duplicate Medical Jacket to the employee's next district/section/ unit commander.

C. Recording Change in Residence, Telephone Number, or Marital Status

1. The office/district/section/unit will record any of the above changes on a Change in Personal Information report (Form 31P).
2. Employee and supervisor signatures are required on all Forms 31P.

3. The employee's unit of assignment will make the necessary changes in its own records.
4. Route the completed Form 31P to the Personnel Management Unit, via the chain of command, for data entry and filing.