

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

March 27, 2019

Policy Number 3.43

ELEMENT PERSONNEL FOLDERS

POLICY

Element commanders shall maintain a personnel folder for each member under their command. The folders shall be maintained, purged, transferred, and destroyed in accordance with the requirements and guidelines of this directive.

This directive does not apply in any way to the departmental personnel folders maintained by the Human Resources Division (HRD).

PROCEDURE

I. RESPONSIBILITY FOR FOLDERS

The element commander or designee is responsible for all actions related to element personnel folders.

II. SECURITY OF INFORMATION

Access to element personnel folders may be granted only for official police business; the information contained in the folders may not be used or disseminated for any other purpose.

III. CONTENTS OF FOLDERS

- A. Each folder shall contain individual emergency information recorded on the divisional emergency status card.
- B. Each folder shall also contain the materials listed below, if they exist. The material must be directly related to the individual concerned.
 - 1. Award nominations
 - 2. Commendations/counseling

3. Letters of appreciation
 4. Police Officer Involved in MVC, HPD-332 form; and Bureau Review of MVC, HPD-332A form
 5. Training files
- C. Performance evaluation reports may be retained for three years from the date marking the end of the appraisal period, at the discretion of the element commander.
- D. Material other than that listed in section III A, B, and C above shall not be retained in element personnel folders.

IV. RETENTION OF MATERIAL

- A. Material in element personnel folders may be retained indefinitely unless a retention limit is specified.
- B. Derogatory material must be purged at different intervals in accordance with the employee's current collective bargaining agreement. The purge rules are different for the three unions. For excluded personnel, the purge rules for Bargaining Unit 12 members are followed. The retention period begins with the service of the document on the individual.

V. REVIEW AND PURGING OF FOLDERS

Active element personnel folders shall be reviewed and purged annually. The date of each review and purge shall be recorded on or in the folder and initialed by the individual responsible for the review/purge.

VI. TRANSFER OF FOLDERS

- A. When an individual transfers from one element to another, the element personnel folder shall be forwarded directly to the new element on the effective date of the transfer. The new element commander shall review the contents of the folder before securing it.

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- B. Inactive folders shall be forwarded to the HRD for disposition when the employee resigns, retires, dies, or is terminated.



SUSAN BALLARD
Chief of Police

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board for one week

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