



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 906 – Departmental Administrative, Field and Personnel Files

Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	COSA Notice of Leave Form	Related Procedures:	None

.01 INTRODUCTION

- A. The purpose of this procedure is to define and establish guidelines for the maintenance of, access to, and release of information from the various departmental files of sworn members.
- B. Personnel files of non-sworn members are maintained in accordance with any applicable City of San Antonio Administrative Directives.

.02 TERMINOLOGY (For specific use within this procedure, see Glossary)

Departmental Administrative Files Departmental Field Files Departmental Personnel Files

.03 MAINTENANCE OF DEPARTMENTAL ADMINISTRATIVE, FIELD AND PERSONNEL FILES

- A. Maintenance of Departmental Administrative Files:
 - 1. Departmental driving record files are maintained by the Traffic Investigation Detail. These files contain all the reports and forms required or necessary for follow-up investigation when a sworn member is involved in a city vehicle crash.
 - 2. Departmental Internal Affairs Unit files are maintained by Internal Affairs Unit personnel. These files contain confidential information relating to complaints filed against sworn members.
 - 3. Departmental training files are maintained by the Training Academy staff. These files contain all documentation related to a sworn member's initial training and any additional training or schools attended.
- B. Maintenance of Departmental Field Files:
 - 1. Departmental field files shall contain documentation pertaining to an individual sworn member. These files may contain any information included in the sworn member's departmental personnel file.
 - 2. When an officer transfers to another unit, the director of the previous unit is responsible for ensuring the officer's departmental field file is up to date and forwarded to the new unit within five (5) days of the transfer.
- C. Departmental Personnel Files are maintained by the Accounting and Personnel Office in accordance with Chapter 143 of the Local Government Code. Departmental personnel files contain, but are not limited to:
 - 1. Commendations, congratulations, or honors bestowed on the member for an action, duty, or activity which is related to the member's official duties;
 - 2. Any record prepared by the Department pertaining to a sworn member's misconduct which resulted in disciplinary action;
 - 3. Worker's compensation documentation;
 - 4. Attendance or leave records (i.e., *COSA Notice of Leave Form*); and



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5. Any other items listed in applicable City of San Antonio Administrative Directives.

.04 ACCESS TO DEPARTMENTAL ADMINISTRATIVE OR FIELD FILES

Departmental administrative or field files are accessed only by sworn members of the Department in accordance with the standard operating procedure of the unit having the responsibility of maintaining the departmental administrative or field files.

.05 ACCESS TO DEPARTMENTAL PERSONNEL FILES

- A. The Chief of Police, Assistant Chiefs, Deputy Chiefs, the Executive Officer, Accounting and Personnel Office Manager, and the Internal Affairs Unit Director may access departmental personnel files at any time.
- B. All requests to access departmental personnel files are made through the Accounting and Personnel Office.
 1. Only members of the Accounting and Personnel Office may access the departmental personnel file room.
 2. The Accounting and Personnel Office maintains a log of all departmental personnel file inquiries.
- C. Current and former sworn members may access their departmental personnel files during normal business hours upon written request.
- D. A sworn member's supervisor may access the sworn member's departmental personnel file during normal business hours upon written request.
- E. Departmental personnel files are not removed from the Accounting and Personnel Office.

.06 RELEASE OF INFORMATION FROM DEPARTMENTAL PERSONNEL, ADMINISTRATIVE OR FIELD FILES

- A. No information is released from departmental administrative or field files except to authorize members of the Department.
- B. Any requests from outside the Department for release of information from departmental administrative or field files are referred to the Accounting and Personnel Office.
- C. Loan verification information may be released by the Accounting and Personnel Office from departmental personnel files only upon written request. Such written requests must include a release of liability form signed by the sworn member. Loan verification information to be released includes the following: name, sex, ethnicity, salary, title, and date of employment.