



**TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**



STANDARD OPERATING PROCEDURE

SUBJECT Review of Personnel Records		NO. OF PAGES: 3
REFERENCE: N/A	EFFECTIVE DATE: Jan. 1, 2009	REVIEW DATE: N/A
General Order 016	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

PURPOSE: To establish policy for access to personnel records in the Office of the Chief of Police.

A General Personnel File for each employee is maintained in the Office of the Chief of Police. These files contain three sections:

A. Administrative:

1. Application
2. Personal History Statement
3. Inventory of Physical Status
4. Fingerprint cards
5. Birth Certificate
6. Marriage License
7. PA Form
8. Physical examination report
9. DD-214

B. Performance Evaluation:

1. Performance Evaluations
2. Letters of Commendation
3. Letters of Criticism
4. Collision Review Board results
5. The result of any disciplinary action

C. Education:

1. Copy of High School Diploma
2. Certificates from all schools and seminars
3. Transcript of college credits
4. Copy of degree certificates
5. Listing of In-Service schools attended
6. Any and all records pertaining to education
7. Copy of TCLEOSE certifications

D. Accessibility. The "General Personnel Files" is available for examination under the following conditions:

1. An employee who wishes to examine their file will request that their immediate supervisor contact the Office of the Chief of Police and schedule an appointment for removing the file to the conference room or other designated area. Scheduling the appointment and place for examination will be authorized by the Chief of Police or designee. The supervisor will be

present while the employee examines their file. The supervisor is responsible for obtaining and returning the employee's file.

2. A Personnel File Ledger will be maintained in the Office of the Chief of Police and a record will be made of all requests for examination of files. A checkout sheet will be made part of the General Personnel File and, at the time of examination of a file, the time, date, signature of the person whose file is being examined, and the signature of the supervisor will be entered on the sheet.
3. Supervisors who wish to examine the files of subordinates on their own shift will request an appointment for removing the file to a place of examination. The time, date and signature of the supervisor will be entered on the checkout sheet attached to the folder.
4. No item of information is to be removed from the files nor will copies be made without permission being granted by the Chief of Police or designee.

E. Annual Examination

1. Each employee is responsible for examining their personnel file folder at least once a year with their appointment date as a guide.

*Note: All information, reports or letters pertaining to an employee will be a part of the General Personnel

File, with the exception of information obtained during the course of an employee's background investigation. This information was obtained by assuring confidentiality and all such information will be maintained in a separate file envelope in the Chief's office.

APPROVED:

Roger Byars
Chief of Police

Date

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008