

PERSONNEL FILES	Document Number	GO 102
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1. PURPOSE

The purpose of this policy is to establish the content, authority, and access of official personnel files.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department to establish, maintain, and secure a current record of a member's history with the department.

4. DEFINITIONS – Not Applicable

5. RESPONSIBILITIES

5.1. The Assistant Chief of the Administrative Bureau is designated as the department's Personnel Officer and shall be responsible for ensuring that the personnel records of each member of the department is properly maintained and kept current. It shall be his/her responsibility to maintain file security at all times, insuring that at no time will unauthorized personnel have access to the files.

5.2. All members shall be responsible for submitting to the Personnel Officer any changes with regard to marital status, children, emergency contact, residence and telephone number, via the Human Resources Section on the Change of Status form, as soon as practicable.

6. PROCEDURES

6.1. Components of Personnel File

6.1.1. Only one official file shall be maintained on each member.

6.1.2. The file shall be a current record of a member's history with the department and shall contain the following:

6.1.2.1. A service record form.

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- 6.1.2.2. A job application form.
- 6.1.2.3. Copies of efficiency reports.
- 6.1.2.4. Copies of personnel orders concerning the member.
- 6.1.2.5. All letters of commendation.
- 6.1.2.6. Records of disciplinary action
- 6.1.2.7. Reports of all complaints or other matters involving the member.
- 6.1.2.8. All other essential information pertaining to the member.
- 6.1.2.9. Any other information the member may wish to include in his/her file. Members shall submit a memorandum to the Personnel Officer stating the reason for such a request.

6.2. Persons Authorized to Inspect Personnel Files

- 6.2.1. Members holding the rank of captain and above may inspect the personnel file of any member.
- 6.2.2. With the permission of the Personnel Officer and in his/her presence or the presence of his/her representative, commanders are authorized to view the files of the members under their command for official purposes only.
- 6.2.3. The secretary to the Chief's Office and members of the Administrative Services Division may view any part of any file in connection with official business or in compliance with General Orders.
- 6.2.4. In the presence of the Personnel Officer or his/her representative, members of the department are authorized to view their own file upon request and by appointment with the Assistant Chief of the Administrative Bureau. Members shall be permitted to examine their entire file.

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6.2.5. Members shall be given a copy of any material in their file if it is to be used in connection with a grievance or a personnel hearing.

6.3. Confidential Nature of Personnel Files

6.3.1. All personnel files are to be treated as confidential and under no circumstances will members discuss any entry in the file of any other member except in the line of official duty.

6.3.2. Any inquiries from sources outside the police department regarding any member of the department shall be referred to the Personnel Officer.

6.4. Altering Records in Personnel Files

6.4.1. Other than the Police Chief or the Deputy Police Chief, the Personnel Officer is the only person who may authorize any changes in the entries contained in any member's personnel file.

6.4.2. Records of disciplinary action and derogatory material shall be handled in the manner prescribed by the most current Collective Bargaining Agreement.

6.4.3. Any member found guilty of altering, deleting, destroying, or adding anything to any file except under the authority of this General Order shall be subject to disciplinary action.