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PERSONNEL FILES Sealing Documents - SFPOA Members

The Department maintains personnel files for each employee. Employees or their authorized representative have the right to examine the contents of their personnel file and, upon request, may have certain disciplinary matters sealed.

SFPOA MOU Article II Section 3 Personnel Files paragraph 70 states in part: "formal reprimands without further penalty will not be considered for purposes of promotion, transfer or special assignments after the formal reprimand has been in the employee's personnel file for two (2) years."

SFPOA MOU Article II Section 3 Personnel Files paragraph 73 states in part: "formal reprimands with additional penalty more than five (5) years old will not be considered for purposes of promotion, transfer or special assignments."

SFPOA MOU Article II Section 3 Personnel Files paragraph 74 states in part: "all officers shall have the right to review their master personnel file and identify all such documents. Upon concurrence of the Commanding Officer of Personnel that such documents have been appropriately identified, they will be placed in an envelope, sealed and initialed by the officer. The envelope will be placed in the officer's personnel file and will be opened only in the event that the officer is in the future subject to discipline or access is deemed by the City to pertain to investigations, EEO compliance, Consent Decrees or other legal or administrative proceedings."

Written reprimands will not be considered for purposes of promotion, transfer or special assignments after it has been in a sworn member's personnel file for more than two (2) years. Formal reprimands with additional penalties, up to suspension, will not be considered for purposes of promotion, transfer or special assignment after it has been in a sworn member's personnel file for more than five (5) years. Once the applicable time passes, the discipline records may be separated from the other documents in the personnel file by being placed in a sealed envelope. The member or their authorized representative initiates this process.

The Staff Services Division reviews the request to determine whether the discipline documents are eligible to be placed in a sealed envelope. If so, the member is scheduled to report to the Staff Services Division to (1) concur with the documents to be placed in an envelope, (2) verify that the documents are placed in an envelope, and (3) date and initial the back of the envelope once it is sealed. The Staff Services Division then places the envelope back in the officer's personnel file as point of record.

Members interested in sealing qualifying documents in their personnel file should email their request to:

Human Resources Manager
Benjamin Houston
benjamin.houston@sfgov.org.

The email request must outline the type and the date of the discipline that the member would like sealed.


WILLIAM SCOTT
Chief of Police

Per DB 17-080, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.