



City of Racine Police Department
Policy and Procedure

Number: 108

Subject: Work History File		
Date Issued: 5-4-79	Effective Date: 03-09-12	Revision Number: 6

POLICY:

All Department members are listed within a computerized database maintained by the City of Racine. Attached to each members personal computer file is a personal Work History File.

It is the policy of the Department to regularly update the Work History File of each member to allow supervisors and managers to evaluate members/employees for the purpose of performance appraisals, award recommendations, position transfers, promotional opportunities, schooling opportunities, as well as recording absences and discipline. Positive and negative notations shall be recorded in the Work History File.

DEFINITION:

Work History File – is the computerized database where supervisors and managers make notations as to the work history of individual employees and members of the department.

PROCEDURE:

Supervisors or Managers shall update the Work History File of a member or employee, documenting all information regarding performance or conduct that will be used to evaluate that member or employee.

**SUPERVISOR/
MANAGER:**

ALL Supervisors and Managers shall document in the Work History File of **ANY** member or employee via the Department provided personal computer, information that relates to the job performance of the respective member or employee using the following guidelines:

1. Date of entry, date of incident, complaint number and brief summary of facts.
2. Reasons for entries to the Work History File can include but are not limited to:
 - a. Positive or negative job related performance based on citizen comments, peer comments or supervisory observations. These comments can be received in verbal or in written form.
 - b. Shift Level Commendations or Awards given by various community organizations.
 - c. Job performance related training and instructions.
 - d. Specialized Training.
 - e. Absences, i.e. Sick, Injury, etc.
 - f. Department Discipline.
3. Advise the member or employee that you intend to make an entry into his or her file or place a copy of the entry in his or her mailbox.

NOTE:

Training and Instructions are not considered disciplinary in nature.

**SHIFT/UNIT
COMMANDER:**

1. The Shift/Unit Commander, besides using the same previously listed criteria for entries in the Work History File, shall record the annual performance evaluation completed by the members or employees immediate supervisor or manager.
2. Following the guidelines listed under the Professional Standards & Development Division section, at the member's annual performance evaluation, review the members work history file and forward a recommendation for removal of entries referring to disciplinary issues to the Professional Standards & Development Division.

**LIEUTENANT OF
TECHNOLOGY:**

1. Shall be responsible for the maintenance of the Work History File in the form of corrections or deletions, approving levels of access as directed by the Office of the Chief of Police.
2. Determine which Department members/employee's have authorized access to the Work History file for the purpose of corrections or deletions. This includes the authorized level of access for the member.
3. Deletions from the Work History Files, regarding disciplinary issues, should be in accordance with the following guidelines;
 - a. Loss of time, Divisional Reprimands, Letters i.e. Accident Review Board Rulings, shall be removed three years after the occurrence.
 - b. Suspensions of 15 days or less shall be removed five years after the occurrence.
 - c. Suspensions greater than 15 days and demotions are kept indefinitely.
 - d. Any stipulation in a discipline case will take precedence over the guidelines listed in a, b & c.

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