

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Documentation		CHAPTER/SECTION NO.: 18.10	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 26.1.8			

18.10 Policy

18.10.1 The success of the disciplinary process is dependent upon the accuracy, consistency, and fairness of its application. To ensure that these elements of the process are present, it is necessary to adequately document each incident of discipline. Documentation also supports the concept and application of progressive discipline as addressed in this chapter.

18.10.2 Maintenance of Records

- A. Counseling notifications are retained in a supervisor's working file for one year from the date of issuance. After a period of one year, and if no other counseling notices have been issued, the disciplined employee may request the purging of records referring to the counseling from the Division Chief Deputy. Granting of such requests is at the discretion of the Chief Deputy.
- B. Requests for purging of Notices of Reprimand may be made to the Sheriff three years after imposition of the discipline. Granting of such requests is at the discretion of the Sheriff.
- C. Other Notices of Administrative Action, such as, suspensions, demotions, reduction in pay etc., are permanent and cannot be purged from Personnel Files.
- D. Requests for purging will be made in writing

to the Sheriff and/or Chief Deputy as appropriate. Counseling Notices and Notices of Reprimand may be purged unless similar disciplinary actions have been imposed or are pending since the incident for which purging is requested. The Sheriff may, in all cases, review any request and make a recommendation to the Director of Human Resources. Purged disciplinary actions will not be considered in any future disciplinary hearing, merit rating, or promotional consideration.

- E. Records of suspension, reduction in pay, disciplinary demotion and termination of employment are retained in a members's personnel file and may not be purged.
- F. Human Resources personnel files may only be reviewed by the employee or designated representative, The Director of Human Resources and staff, Sheriff, Chief Deputy, Bureau Commander or their designee, and supervisors in the employee's direct chain of command.
- G. All Internal Affairs files are permanent and are the property of the Sheriff. Any request to view such files, even by the named member, must be made in writing and authorized by the Sheriff. Internal Affairs files will not be purged.