

City of Winter Park Fire-Rescue Standard Operating Guideline

100.14

**Title: Personnel File - Disciplinary
Documentation Procedures**

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Purpose: To establish a guideline for the handling of disciplinary action documentation in the personnel files of all department employees.

Scope: This guideline shall cover the handling of personal documentation which is placed in an employees personnel file. The responsibility for compliance with this guideline rests with each supervisor. The Fire Chief is ultimately responsible for all documentation entered into each personnel file.

General: A great deal of written documents are generated during a career within the fire service. Most of these documents fall under the public record laws of the State of Florida, while others do not. It is the policy of the City not to destroy those documents considered "Public". This being the case, the following guideline will serve to assist supervisors who are completing personnel appraisals (evaluations) or are reviewing files for promotional assessment centers when it comes to the consideration of these documents.

100.14.01. Status of Personnel Documentation:

Written documentation which is required to be placed in an employee's personnel file shall remain in place in either an ACTIVE or INACTIVE status.

- Documents which are listed as being in an **ACTIVE STATUS** shall be considered during any employee appraisal periods and during any promotional assessment centers.
- The following will serve as examples for the time these particular documents will remain active:
 - Verbal Reprimands / Counseling Forms 12 months
 - Written Reprimands 24 months
 - Suspensions 36 months

- Documents which are listed as being in an **INACTIVE STATUS** will remain in the personnel file but **shall not** be considered during any employee appraisal periods and during any promotional assessment centers.

By virtue of this guideline at no time, will these types of documents be removed from any personnel file within the fire department.