

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS			
General Order: 6.03	Effective: 01/30/2019	Supersedes: 01/01/2014	Number of Pages: 1
PERFORMANCE EVALUATIONS: PERFORMANCE FILES			

Supervisors will maintain a performance file for each member under their command. These files will be used to document work behavior and help prepare evaluation reports.

A. File Contents

1. The file should contain copies of any documents related to the member's work performance, to include but not limited to:
 - a. Training items
 - b. Annual performance evaluations (most recent 5)
 - c. Official memorandums, such as:
 1. Transfer requests
 2. Commendations
 3. Disciplinary disposition
 - d. Documentation of informal commendation and guidance sessions between the supervisor and member (e.g. PD 216, Performance Improvement Plans, supervisory notes or other self-explanatory documentation).
2. The files will not include information or reports related to the member's medical history, personal finances, or internal investigations (besides final disposition).
3. The files will not hold any information older than two (2) years unless its retention can be clearly justified by the supervisor. Performance Evaluations are held for five (5) years.

B. File Security

1. The file will be kept secure to prevent unauthorized access.
2. Members may review their file, along with a supervisor, during the unit's normal working hours. This includes permission to make copies of any information in the file.
3. Unless otherwise authorized by the Chief of Police, the only persons who should have access to the files are supervisors in the member's chain of command and the Office of Professional Standards.

C. Transfers

1. Whenever a member is transferred, the complete file will be forwarded to the member's new supervisor.
2. In the event a member separates from the Department, the contents of the file will be sent to the Police Personnel Bureau where the contents will be included in the member's Department Personnel File.