



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



257.01 EMPLOYEE WATCH FILE 04-13-17

PURPOSE

The purpose of this order is to establish criteria and procedures for the content and maintenance of employee watch files.

POLICY

It shall be the policy of the Sacramento Police Department to maintain an employee watch file at the division level.

PROCEDURE

A. MAINTENANCE

1. An employee watch file shall be maintained on every employee at the division level.
2. Division Commanders shall ensure that an employee watch file is kept on all employees under their command.
3. The watch file shall be maintained by each division's administrative staff and shall include each employee and supervisor assigned to the division.
4. The employee and his/her supervisor shall review the employee's watch file at the beginning of the year or as soon as practical when the employee transfers to a new assignment.
5. The material in the file shall serve as a supervisory aid to identify weak areas, as well as special accomplishments, of an employee while working in a particular division.
6. Documented disciplinary actions or other related adverse documented comments entered into the employee's watch file shall be removed from the file pursuant the employee's labor agreement.
7. All documents removed from the file shall be destroyed with Division Commander's or designee's approval.
8. When an employee transfers to another Division, the administrative staff where the employee is being transferred shall coordinate the hand delivery of the employee's watch file.

B. CONTENT

1. The material to be included in the employee watch file shall consist of any information that could be utilized by a supervisor during the evaluation of an employee. Such information shall include, but not be limited to
 - a. Documentation of counseling and re-training sessions.
 - b. Letters of commendation, awards, and certificates.
 - c. Copies of inspection sheets and performance evaluations.
 - d. Copies of injury reports.
 - e. Copies of transfer requests.
2. No adverse documents shall be placed into the employee's watch file without the employee reviewing and signing the document.
 - a. If an employee refuses to sign the document, the supervisor shall indicate this on the document along with the date and time of refusal, and initial it.
 - b. An employee may add written comments to any document placed in the file.
 - c. Employees shall be allowed to inspect the watch file when convenient and in the presence of a supervisor.