



Series 400 Personnel	Effective Date 12/09/2022	Review Date Three Years	Directive Number 401.5
Chapter 401 - Career Development			
Reviewing Office Human Resources Bureau			<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised <small>Revisions in italics</small>
References			

PERSONNEL FILES AND PROCEDURES

401.5 - 1 PURPOSE

The purpose of this directive is to outline guidelines, procedures, and policies for the proper maintenance of personnel files for all members of the Detroit Police Department (DPD).

401.5 - 2 POLICY

It is the policy of the DPD to maintain accurate and complete files for all members of the department.

401.5 - 3 Personnel Files

The commanding officer of each command shall maintain a command personnel file on each of their members. In the event a member is transferred, this command personnel file shall be sent to the member’s new command. In the event the member is separated from the Department, the command personnel file will be forwarded to Police Personnel without delay.

Police personnel also maintains a separate file for all active members. In the event that the member separates from the Department, this personnel file will be combined with the above command personnel file and archived. Generally, personnel files for separated members will be destroyed seven (7) years after *their* date of separation.

401.5- 3.1 Reviewing Personnel Files

Both active members and members separated from the department shall have the opportunity to review all entries in *their* personnel files as set forth below:

1. Members have the right to inspect their official personnel record twice a year or more often for good cause;
2. Inspections shall be conducted at *Police Personnel* during regular business hours and under the supervision of the department;
3. No records, reports, investigations, evaluations or similar data belonging in the personnel file or medical file shall be hidden from a member’s inspection;

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4. Members shall have the right to make duplicate copies for *their* own use at *their* own expense;
5. Members shall have the right to include in *their* personnel records or other files a written refutation of any material the members consider to be detrimental and to request its removal; and
6. No additions shall be made to a member's personnel file after retirement.

The department need not comply with the above provisions for inspection in those areas where there is a current investigation of the member. However, the member shall be told an investigation is being conducted and the member shall be apprised of the subject matter of the investigation.

401.5 - 4 Personnel Forms

401.5- 4.1 Personnel History Summary, DPD 205

A Personnel History Summary shall be maintained for each member of the department within command personnel files. This form shall list dates of promotion, performance evaluation ratings, commendations, reprimands, complaints, department vehicle accidents and disciplinary action, as well as marital status and number of dependents. The personnel history summary shall be placed uppermost in the command personnel file and shall be updated as necessary, including expungement of reprimands.

401.5- 4.2 Personnel Data Card, DPD 139

This Personnel Data Card is used to maintain personnel data for each member and employee of the department. It is filed within the member's command. It shall be the responsibility of the member to inform *their* immediate supervisor of any changes. Certain boxes of the Personnel Data Card are required to be filled out in pencil. The particular boxes are entitled, "Address," "Scout Car Area," and "Phone No."

401.5- 4.3 Personnel Information Form, DPD 38

The Personnel Information Form shall be used to report changes in a member's name, marital status, and number of dependents, address, telephone number, educational attainment, military status, and any other item listed on the form when any change in this information occurs. Supervisors who are aware of changes in the status of any member of *their* command shall ensure that such changes are reported. Personnel are reminded that the completion of Personnel Information Form does not change the following records:

1. **Change of address for city records and payroll** - Members must complete a Departmental Employee Supplemental Data Form, PPS Form 5000, and forward the completed form to *Police Payroll* to ensure the maintenance of proper financial records.

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When completing the form, personnel shall print their names in the box labeled "Employee Name", check the circle labeled "510, Change Data" fill in the line marked, "Social Security No.", and only those lined areas in which a change is to be made;

2. **Number of dependents for withholding tax purposes** - Members must appear at Police Payroll to make changes; and
3. **Change in status for insurance purposes** - This includes any changes in coverage for health and life insurance and changes in beneficiaries.

401.5- 4.4 Changes to be Reported in 72 Hours

Members shall notify the officer in charge of *their* place of assignment of any change in residence within 72 hours. Further, a member shall, within 72 hours after next reporting for duty, report any change in name, residence, marital or department status by preparing the Personnel Information Form. Members reporting a change in residence shall also include *their* previous residence in the space provided on the Personnel Information Form. Members reporting a change in telephone service shall report the change on the Personnel Information Form. Members required to maintain phone service shall report a change in telephone number within 72 hours of next reporting to duty and shall include the previous phone number in the space provided.

401.5- 4.5 Name Change Documentation

A member reporting a legal name change must provide documentation for the change. Members of the department who are reporting a name change as a result of marriage, divorce decree, or court order, must submit a copy of the marriage license, divorce decree, or court order, which ever may apply, along with Personnel Information Form in order to document the legal name change.

401.5- 4.7 Change in Educational Achievement

Department members are required to report the following information regarding education and training:

1. College credits or degrees earned;
2. Professional licenses or certificates granted;
3. Completion of any specialized training, including both in-service and outside training programs;
4. Special skills possessed; and
5. The ability to understand, speak, write or read any foreign language.

Whenever a member completes a full year of college training, graduates, or receives a degree, the member shall prepare and submit a copy of the Personnel Information Form. On July 1st of every year, all members shall report all credit hours completed within the previous year. *An official transcript* must accompany the form in order to document all changes in educational attainment.