

# IDAHO STATE POLICE PROCEDURE

## 03.08 PERSONNEL RECORDS

### A. General

The official Idaho State Police (ISP) personnel records, which include all personnel transaction documents pertinent to the employee's ISP employment history, are maintained by the ISP Human Resources (HR) Office, the Controller's Office, and/or the Division of Human Resources. The ISP Office of Professional Standards (OPS) maintains additional personnel records per ISP Procedure [03.01 Incident Review and Administrative Investigation](#), and ISP Procedure [03.19 Early Intervention System](#). There are no other official ISP personnel records.

### B. Confidentiality

1. Every personnel record is considered confidential.
2. The only persons who have access to information in personnel records are:
  - a. the individual employee;
    - 1) the employee may review the record during business hours in the presence of a member of the HR staff;
    - 2) nothing can be added or removed from the file without the approval of the ISP Human Resource Officer (HRO), or the Director;
    - 3) a copy of any item can be requested during this review.
  - b. HR Office employees;
  - c. the Director and program managers;
  - d. the Office of Professional Standards Coordinator;
  - e. a supervisor in the employee's organizational chain;
  - f. an ISP supervisor or manager of a position for which the employee has applied;
  - g. a human resource representative from a state of Idaho agency to which the employee has made application for employment;
  - h. an attorney assigned to ISP; and
  - i. an individual given written authorization by the employee.

### C. Disclosure of Employee Information

1. All requests for information about current or former employees must be referred to the HR Office records custodian.
2. Disclosure of personnel information is governed by Idaho Code section [74-106\(1\)](#).

### D. Contents

1. General information included in ISP personnel records:
  - a. employee name;
  - b. address;
  - c. social security number;
  - d. birth date;
  - e. gender;

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- f. race;
  - g. classification;
  - h. performance evaluations;
  - i. disciplinary correspondence at or above letters of reprimand;
  - j. enrollment forms for benefits;
  - k. W-4 form;
  - l. copies of nominations resulting in the awards of bonuses, letters of appreciation, and commendation given in accord with ISP procedure [03.03 Employee Recognition Program](#), and any other pertinent personnel information.
2. The HR Office must be notified of any change in an employee's marital status, address, birth or adoption of a child, or death of a dependent.
  3. Letters of reprimand in personnel records are handled as follows:
    - a. The program Major/Manager, or if resulting from an administrative investigation the OPS Coordinator, works in concert with ISP Legal personnel to prepare letters of reprimand;
    - b. once completed, all letters of reprimand are sent to the OPS Coordinator for service on the employee. The OPS Coordinator distributes served letters of reprimand to: ISP Legal; the HRO, the appropriate Major/Manager, and the appropriate program Captain/Manager;
    - c. the HRO places a copy in the employee's personnel record as a permanent record;
    - d. a copy is retained by OPS for entry into the early intervention system;
    - e. all letters of reprimand must be referenced within the employees performance evaluation for that evaluation period.

### E. Work Unit Employee Records

1. Supervisors may keep supporting employee documentation for evaluation purposes.
2. After the employee signs the evaluation, supporting documentation is held for current plus prior year, unless the employee disputes the evaluation, using the process described in ISP procedure [03.10 Problem Solving](#).
3. Documentation retained during dispute resolution is retained according to the records retention schedule. (Example: If the disputed information results in a problem-solving action, the documentation is retained according to retention guidelines for problem-solving documents.)
4. Contents of these temporary personnel records are subject to:
  - a. the records retention schedule attached to ISP procedure [02.07 Records Management](#);
  - b. disclosure per [Idaho Code 74-104](#) exemption is authorized;
  - c. management efficiency review; and
  - d. discovery during litigation.