



CRYSTAL POLICE DEPARTMENT

Department Policy Manual

TITLE: SUPERVISOR'S WORKING FILE
NUMBER: 10.9
DATE: 05/28/2024
NO. PAGES: 1

PURPOSE

To assist supervisors in completing annual reviews, a working file will be maintained for each employee. The documentation in the working file is meant as a resource for the supervisor to track employee performance during the evaluation period.

POLICY

The following guidelines are for Sergeants and Administrators of the Crystal Police Department and are not intended to supersede or conflict with Section 5, Employee Records, of the City of Crystal Personnel Rules and Regulations manual, or the City of Crystal Data Retention Schedule and Guidelines. The rules designate the City Administration office as the official repository for employee's permanent personnel records.

The following are procedures that will assist supervisory personnel in maintaining the balance between supervisory responsibility and the employee's privacy rights.

- A. Frontline Pro Standards Tracker is where Sergeants and Administrators will maintain a working file for each employee assigned to them. These files are viewable by all supervisors to facilitate continuity in supervision.
- B. The content of the working file is confidential and kept secure within Frontline.
- C. The supervisor's working file is not considered part of the official personnel file.
- D. Each employee's supervisor working file will contain documentation that occurred between the last evaluation and the upcoming evaluation (generally one year). Unless ongoing performance issues persist and exceed one-year, Frontline entries will be restricted to the employee's evaluation period and will be deleted once the annual review has been signed by the Chief of Police.
- E. Disciplinary action may only be taken based on information in the personnel file. Any supervisor who determines that formal disciplinary action will be taken shall move supporting documentation from the supervisor's working file to the personnel file.
- F. An employee will be notified of any notes or documentation placed in their working file.
- G. Annual reviews will be stored in the employee's personnel file, with a copy scanned to the working file in Frontline.