



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police

From: Chief Marty Williamson

Date: May 12, 2016

**Subj: Process for Employee Files
Directive:16-5**

Employee files consist of Personnel files, Internal Affair files, Background files and Supervisory files. These files are kept in a manner that is consistent with California state law, and the Peace Officer Bill of Rights (POBR), Government code 3300. To assure compliance with these laws the files will be maintained in the following manner.

Personnel files will be maintained by CSU Bakersfield Human Resource Department. Any items obtained by the Police Department necessitating inclusion into the personnel file will immediately be given to the Human Resources Department.

Internal Affairs files will be maintained by the CSU Bakersfield Police Department. These files will be secured in a manner that assures their confidentiality as defined by the California Government code.

Background files for active employees will be maintained by the CSU Bakersfield Police Department. These files will be secured in a manner that assures their confidentiality as defined by the California Government code and other related laws. The files will be secured and only accessible by the Chief of Police or Lieutenant.

Background files for inactive employees or non-hired applicants will be maintained by the CSU Bakersfield Human Resources Department .

Documents concerning the medical condition of an employee or applicant will not be maintained in Background files, I.A. Files or Supervisory files, however medical reports concerning the pass or failure of a physical or psychological examination may be maintained in the Background file as detailed by the POST Commission Regulations 9054 and 9055

General supervisory files may be maintained by supervisors as per California law.