



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 17.2	DATE OF ISSUE: April 15, 2016	EFFECTIVE DATE: April 15, 2016	NUMBER OF PAGES: 5
CFA STANDARD: SUBJECT: <i>Shift Notebook</i>	NEW (X) RESCINDS (X) AMENDS () OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS:
SECTIONS:

17.2 Shift Notebooks

RESCINDS: All existing orders in conflict.

PURPOSE: To establish procedures for the creation and maintenance of Shift Notebooks.

SCOPE: All departmental employees.

POLICY: Each component in the Department has a legitimate interest in maintaining a “Shift” file on the employees assigned to it. These files are used as a source of information for evaluations, commendations, discipline, employee development and work histories and are available seven days a week, 24 hours a day. This process has never been standardized. As such, there is a variety of procedures in use. Moreover, this approach does not guarantee that the Department is complying with applicable public records laws.

PROCEDURES:

I. General

A. This General Order is intended to create one method of maintaining and using “Shift” files in a standardized notebook which complies with public records law. Further, it is intended that this process will:

1. Involve the employee for whom the file was created.
2. Bring all supervisors into a standardized process where they are constantly up to date with their subordinate’s performance.
3. Improve the quality of evaluations.
4. Comply with public records law.

- B.** Each Shift / District Commander will create and maintain “Shift” notebooks for each employee. This includes all sworn employees, non-sworn employees, and reserve police officers.
- C.** These notebooks will be kept in a secure area and will be made available to the employee for whom the notebook was created. Shift notebooks are to be reviewed by the concerned employee and supervisor at least on the annual date of the evaluation process.
- D.** For sworn employees **ONLY**, the Shift Notebooks will contain documentation as indicated below:
 - 1.** Commendations
 - a.** This section will contain copies of any Departmental commendation in which the employee was listed.
 - 2.** Citizen Letters
 - a.** This section will contain copies of letters from citizens, businesses and outside agencies where the employee is mentioned.
 - 3.** Counseling / Reprimands
 - a.** This section will contain copies of counseling or disciplinary documents.
 - 4.** Arrests
 - a.** This section will contain copies of noteworthy arrests in which the employee participated.
 - 5.** Control of Persons
 - a.** This section will contain copies of Supervisor’s Control of Persons reports in which the employee is involved.
 - 6.** Investigations
 - a.** This section will contain copies of closed Internal Affairs or Administrative Investigation summaries.
 - 7.** Injury Reports
 - a.** This section will contain copies of injury reports.
 - 8.** Training
 - a.** This section will contain copies of training requests, regardless of whether the training was attended, as well as copies of any training certificates, transcripts, etc. Additionally, if the training was denied, the reason will be contained in the file. An up to date training printout will remain in this section.
 - 9.** Sick Time Usage
 - a.** This section will contain a running list of sick time usage, compensatory, etc., which will be maintained by the supervisor as the time is used, on an on-going

basis. The previous year's sick leave printout will be maintained and carried over for the next evaluation period

10. Court

- a. This section will contain copies of departmental correspondence that pertains to the employee's compliance with the Court Attendance policies.

11. Accidents

- a. This section will contain copies of traffic crash reports involving the employee.

12. Departmental Forms

- a. This section will contain copies of departmental correspondence that pertains to the employee's compliance with the General Order on the processing of paperwork (turning in car logs, crime reports, accident reports on time, responding to Property and Evidence Unit disposition forms, etc.).

13. Equipment

- a. This section will contain copies of the employee's equipment log from the Property and Evidence Unit and will be used to complete the inspections required by the General Orders. Lost / damaged / stolen equipment report copies are also kept here.

14. Supervisory Notes

- a. This section will contain notes produced by the supervisor that reflects the employee's daily / weekly performance.

15. Evaluation Goals

- a. This section will contain a copy of the previous evaluation and the current goals. The previous year's evaluation will be maintained and carried over for the next evaluation period.

16. Miscellaneous

- a. Other items not covered above such as involvement in special units, charity work, POAT, civic activities, FOP, volunteer work, etc.

E. For non-sworn employees, the Shift Notebooks will contain the documentation as indicated below.

1. Commendations

- a. This section will contain copies of any Department commendation which the employee was listed.

2. Citizen Letters

- a. This section will contain copies of letters from citizens, businesses and outside agencies where the employee is mentioned.

3. Counseling / Reprimands

- a. This section will contain copies of counseling or disciplinary documents.
- 4. Investigations**
 - a. This section will contain copies of closed Internal Affairs or Administrative Investigation summaries.
- 5. Injury Reports**
 - a. This section will contain copies of injury reports.
- 6. Training**
 - a. This section will contain copies of training requests, regardless of whether the training was attended, as well as copies of any training certificates, transcripts, etc. Additionally, if the training was denied, the reason will be contained in the file. An up to date training printout will remain in this section.
- 7. Sick Time Usage**
 - a. This section will contain a running list of sick time usage, compensatory time, etc., which will be maintained by the supervisor as the time is used, on an on-going basis. The previous year's sick leave printout will be maintained and carried over for the next evaluation period.
- 8. Departmental Forms**
 - a. This section will contain copies of department correspondence that pertains to the employee's compliance with the General Orders on the processing of paperwork (turning in car logs, crime reports, accident reports on time, responding to Property and Evidence Unit disposition forms, etc.)
- 10. Equipment**
 - a. This section will contain copies for the employee's equipment log and will be used to complete the inspections required by the General Orders. Lost / damaged / stolen equipment report copies are also kept here.
- 11. Supervisory Notes**
 - a. This section will contain notes produced by the supervisor that reflects the employee's daily / weekly performance.
- 12. Evaluation Goals**
 - a. This section will contain a copy of the previous evaluation and the current goals. The previous year's evaluation will be maintained and carried over for the next evaluation period.
- 13. Miscellaneous**
 - a. Other items not covered above such as involvement in special units, charity work, POAT, civic activities, Union work, volunteer work, etc.
- F. When the employee's supervisor creates the annual evaluation, the Shift Notebook will be used as a primary resource tool. When the evaluation is completed, all of the**

information contained in the Shift Notebook relevant to that evaluation period will be removed, except as noted, and made available to the employee.

- G.** As all documents and records in the Shift Notebook are copies of original documents or records, and considered a temporary file, there are no public records laws in conflict with this practice. All original documents must be forwarded to the Administrative Assistant for the Chief for filing. In the event an original document or record is placed in a Shift Notebook, it will be copied and the original will be forwarded to the Administrative Assistant for the Chief for placement in the employee's personnel file.
- H.** Once the City Performance Process Form is completed, it and all of the contents of the Shift Notebook upon which the annual evaluation was based, will be placed together and maintained in the back of the Shift Notebook until the next evaluation period ends. At that time, it may be removed and destroyed as these are copies of original records.
- I.** Shift / District Commanders will conduct quarterly reviews of the shift books of those personnel assigned to them.
- J.** Shift Notebooks are to be used as a management tool that involves the concerned employee and those employees are encouraged to contribute material to them and frequently review them.
- K.** In the event an employee is transferred, the receiving Unit is responsible for obtaining the Shift Notebook from the employee's previous command.