

12.7 Employment Record Maintenance

ADMINISTRATION

STANDARD 12.7 The agency requires that records of all law enforcement officers who have been selected for employment are maintained for a minimum of six years after the end of their employment. Records should include, but not be limited to written exam results, physical agility test results, medical exam results, psychological findings, oral interview results and background investigations.

Commentary: The six-year time limit is based on the records retention and disposition schedule issued by the Commissioner of the State Department of Education [schedule MU-1 (9 NYCRR section 185.11) for use by city, town, and village agencies; or schedule CO-2 (9 NYCRR section 185.13) for use by county agencies and applies to all hires, whether full-time, part-time, entry level or lateral appointment. It is recognized that agencies may not have kept such records in the past, but they must begin such record keeping for future compliance.

Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A listing of all past officers (including dates of termination) is provided so that assessors can randomly select and review personnel files for compliance with the State Education Law.
2. A review of personnel files to verify agency compliance.