



---

**Lamont County's record management system for Peace Officers (Administrative)**

Policy No.: 4200  
Department: Administration  
Authority: Council  
  
Current Approved Date:

---

**Policy Statement**

Lamont County approval of the Administrative Peace Officer Records Management System

**Purpose**

To outline the report management system to be used by Lamont County administration to report and store information relating to the Peace Officer/s employed by Lamont County

**Application of the policy**

Personnel records

- Each employee should have a separate individual file in which records are stored.
- If original documents are stored in a Human Resources office or other area where they may not be readily accessible, copies of relevant documents should be kept in a secondary file accessible to the supervisor and available for audit purpose.
- Files of past employees should be kept a minimum of three (3) years or longer if required by employer policy. Appointments of past employees must be returned to Public Security Division.
- Personnel files should contain at minimum:
  - the peace officer's appointment
  - the oath of office
  - certificates from required courses to become a peace officer if required
  - copies of complaints against peace officers in addition to documentation showing Public Security Division has been notified of the complaint when required. Complaints must be kept on file a minimum of five (5) years.
  - Recertification documents on applicable courses. (ie. Baton, OC Spray, Officer Safety, etc.)

