

## Disciplinary Records

### 1005.1 DISCIPLINARY RECORDS

**Agency Content**

- (a) Records of punitive discipline and formal disciplinary actions shall be placed and remain in the employee's personnel file within the Office of the Chief of Police as well as the City of Auburn Civil Service Office.
- (b) Any Employee subject to a disciplinary action, other than an action in which an unpaid suspension occurred, may, after two years from the occurrence, petition the Office of the Chief of Police to have reference from this action removed from their personnel file provided that there have been no subsequent disciplinary action with the employee. This provision is in accordance with article XXII of the Collective Negotiations Agreement.
- (c) Records of training and counseling shall be maintained in the members training file. Such records, as with all other training records, will remain in the employees training file.