3-02/085.30 - Management Guidelines

The PRMS databases, including the PRMS Profile Report and the Supplementary Profile Report, provide managers and executives with readily accessible documentation in summary form about certain categories of incidents, including but not limited to all uses of force, shootings, citizen's complaints, administrative investigations, criminal investigations or prosecutions, civil claims, civil lawsuits, pitchess motions, and disciplinary history. However, the databases do not contain or produce complete performance information about any employee.

Supervisors, managers, and executives shall consult such databases including the PRMS Profile Report and the Supplementary Profile Report. Supervisors, managers, and executives shall, in addition, remain aware that the process of counseling, evaluating, or appraising the performance of an employee depends not only on reports, statistics, and documentation available from the PRMS, but also on the personnel folder and the unit performance log, as well as other manual or automated information that is maintained or may in the future become available regarding an employee's performance. Supervisors, managers, and executives are under an affirmative obligation to consult and consider such files and records as necessary and appropriate in addition to the PRMS.

Managers and executives are accountable for using the Department's automated summary information as an aid or pointer to decide if and whether other appropriate documentation should be consulted and considered in connection with personnel decisions affecting employees.

In no circumstances shall managers and executives use the mere number of incidents shown on a profile or other report, or numerical formulas derived therefrom, as the whole basis for evaluation of or for personnel decisions affecting an employee. Managers and executives shall consider the nature of an employee's assignments and the units to which the employee has been assigned. Isolated instances of minor misconduct shall not be disqualifying for personnel decisions. Similarly, where five years have elapsed since the minor misconduct in question and where no additional credible instances or patterns of inappropriate conduct have occurred in the interim, such isolated instances of minor misconduct shall be given little weight or disregarded, as appropriate.

On the other hand, credible instances and patterns of inappropriate conduct shall influence selection for assignments, promotion, personnel evaluation, and imposition or augmentation of discipline to the extent appropriate and permitted by law. Founded investigations or a pattern of conduct that was determined to be inappropriate concerning honesty, integrity, truthfulness, discourtesy, conduct toward others, use of force, harassment or discrimination against a protected group, or such other categories as the Sheriff may from time to time designate, shall be disqualifying for bonus positions, assignments to specialized units, and promotions to the extent permitted by law.

Except as limited herein, all data in PRMS or elsewhere shall continue to be available without limitation for purposes of risk management, analysis and avoidance of liability and exposure, identification of at-risk employees, and non-punitive interventions to assist such employees.