3-02/085.75 - Procedures for Using the Performance Recording and Monitoring System Profile Report

Department personnel with access to the Performance Recording and Monitoring System (PRMS) employee profile reports shall be familiar with applicable laws governing how employee information may be used. Pursuant to 832.5 PC, complaints by the public deemed “unfounded” or “exonerated” shall not be used for any official determination regarding promotion, transfer, or disciplinary action and shall be removed from the employee’s PRMS “Profile Report.” No punitive action, nor denial of promotion on grounds other than merit, shall be taken for any allegation of misconduct if the investigation exceeded one year (excluding exceptions in Government Code section 3304). Such cases are listed in the personnel’s “Discipline” section as “Government Code 3304.”