

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: NOVEMBER 9, 2023 1345 HOURS
NUMBER: OR 23-24R - **REVISED**
SUBJECT: RETENTION OF LOWER-LEVEL DISCIPLINE
COST CENTER: 1914161211
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: 5.08

Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 7923.600

Department members shall follow State of California Government Code §12946, which states, in part, that the City shall “maintain and preserve any and all applications, personnel, membership, or employment referral records and files for a minimum period of four years after the records and files are initially created or received, or for employers to fail to retain personnel files of applicants or terminated employees for a minimum period of four years after the date of the employment action taken.”

This includes lower-level discipline (e.g., Notes of Counseling and Written Warnings) being kept in the employees’ divisional file, **which must remain in the file and not be destroyed for at least four years from the date of issuance.** No items meeting the above criteria shall be disposed of without the express consent of the Deputy Director of Human Resources, or their designee.

San Diego Municipal Employees Association (MEA) represented employees shall abide by the retention schedule published in Article 11, Section M, of the FY 2024-2026 City of San Diego and San Diego Municipal Employees Association Memorandum of Understanding (MOU). It can be found at this link: [MEA MOU FY 2024-2026](#).

Department Procedure 5.08 and the Discipline Manual are being updated to reflect this change.

If you have any questions, please contact (**Deleted – records of security**).

Please read at squad conferences and give a copy to all personnel.