

Items to Include

You can, and are encouraged to, place every positive piece of information into your personnel file. Even if the items are from before you were hired as a police officer, there is no limit as to the amount of positive information that you can include.

For example: If you played high school sports, you could include a high school team picture. Playing sports is a great indicator of a team player and future leader. EdPDLaw will tastefully include your accomplishments, big and small, to portray you in the best possible light.

ITEMS TO INCLUDE:

- High School Letters, Awards, were you on the Honor Roll?
- Community Awards, Citizenship Awards
- College credentials, Accolades
- Awards from your previous employers
- All training certificates
- All letters of recommendation/commendation from within the Department
- All letters of recommendation/commendation from citizens
- All newspaper articles
- Investigation Reports from Key Cases
- All charity events that you participate in
- All athletics that you coach (and pictures)
- Any articles that you authored, grants that you wrote
- Wedding pictures, family photos

There is no limit to what you can include in your personnel file when you are in control of the contents. **The EdPDLaw works for you, not your Department.**