



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management

Section: 310.1

Subject: Human Resources

Topic: Personnel Records

Accreditation: PER.09.05

Revised:

Reaffirmed:

Enacted: 7/30/2015

Last Review: 01/17/2019

Review: 10/01/2020

I. PURPOSE

The purpose of this General Order is to provide guidelines for the control and maintenance of personnel records.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to maintain a current, accurate, and confidential personnel record for each employee.

III. PROCEDURE

- A. A personnel file for each employee of the Sheriff's Office shall be securely maintained by the Division Commander of Administrative and Technical Services. In accordance with the Cooperative Agreement between the Sheriff and the Loudoun County Board of Supervisors, the County's Human Resources Department maintains the official written records of all employment actions, benefits and leave for each employee of the Sheriff.
- B. All employees shall be responsible for periodically reviewing their personnel files to ensure the information contained therein is current and accurate.
- C. Information in the employee's agency file shall include, but not be limited to, the following:
 1. Employment application
 2. Performance assessment(s)
 3. Correspondence concerning performance of duty
 4. Correspondence concerning appointment and promotion
- D. The Administrative and Technical Services Division Commander shall ensure the confidentiality of the personnel records of each employee. Information in these files shall be released on an official need-to-know basis only.
 1. Access to the personnel files is limited to the employee, those members of the agency in the employee's chain of command and the Internal Affairs Investigator, unless otherwise authorized by the employee through a signed release.

- E. If an employee wishes to challenge incorrect or misleading personnel file material, he/she shall take the following steps:
1. The employee shall prepare a written statement, describing the information being challenged and the specific reason why the information is believed to be incorrect.
 2. This statement will be given to the originator of the challenged document, who will examine the evidence and prepare a written recommendation for action to the Chief Deputy.
 3. The Chief Deputy shall review the contested material, the statement presented by the employee, and the statement of the originator of the challenged material. The Chief Deputy shall render a written decision to the employee within thirty days of the receipt of these statements. The Chief Deputy may decide:
 - a. To allow the information to remain in the file
 - b. To allow portions of the information to remain in the file
 - c. To remove the information and reference to it
 4. In the event the employee is dissatisfied with the decision of the Chief Deputy, the employee may submit the matter to the Sheriff for review. The Sheriff shall respond in writing within thirty (30) days of receipt of the appeal.