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**ADMINISTRATIVE DIRECTIVE – 109.001  
ACCESS TO PERSONNEL FILES**

**EFFECTIVE DATE: January 15, 1996**

**REVISION DATE: March 1, 2000**

**REVIEW DATE:**

**AFFECTS: All Personnel**

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**I. PURPOSE**

The directive specifies procedures through which individual employees may review their own personnel file and specifies restrictions for release of information.

**II. POLICY**

Official employee files are maintained in the Professional Standards Unit. Any department member may review his or her personnel file upon request. Department members are strongly encouraged to inspect their personnel file to establish accuracy and to ensure disciplinary actions are recorded and purged within established guidelines (refer to Administrative Directives 108.002 and 108.003).

**III. PROCEDURES**

**A. Personnel Medical Records and Pre-Employment Reports**

1. Certain documents of a highly confidential nature, i.e., pre-employment polygraph reports, medical reports, psychological reports, etc., will be stored in a separate secured file in Professional Standards.
2. These files are periodically purged as directed by current records retention schedules.
3. Access to these files is restricted to the employee and those persons who have a legitimate established need to know.

**B. Review of Personnel Files**

1. Employees are encouraged to personally inspect their personnel file on, at least, an annual basis.
2. The review must be made during standard business hours.
3. Any member who reviews a file must complete the File Review Log in Professional Standards. The Log will contain:
  - a. The date of the review
  - b. The file reviewed
  - c. The name of the person reviewing the file
  - d. Designation indicating if the file was removed from the Professional Standards area. (Removal must be authorized)
4. No personnel file may be taken out of the Professional Standards office unless authorized by one of the following:
  - a. Chief of Police
  - b. Assistant Chief of Police
  - c. Administrative Manager
  - d. Professional Standards Sergeant
  - e. Legal Advisor, in situations involving litigation or requests for information