
	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Personnel Files; Access</b>	Order Number
		<b>35.3</b>  Date <b>11-14-19</b>

### 35.3 Personnel Files; Access

- A. The *Department shall* maintain the following files related to an *employee*:
1. Applicant and Background file
  2. Personnel file
  3. Medical/psychological file (maintained by Human Resources)
  4. *Supervisor's* desk file
  5. Training file
- B. All files are to be maintained in compliance with the State Archivist's Records Retention Schedule and purged and destroyed as required by Arizona Law.
- C. Public portions of any file *may* be subject to release in response to a proper public records request. See G.O. #82.3.

#### 35.3.1 Applicant and Background File

- A. This file *shall* contain an applicant's initial application, background investigation, polygraph information, medical/psychological examination and other material related to the application process.
- B. If an applicant is hired, the pre-employment medical/psychological examinations *should* be transferred to the *employee's* medical/psychological file. The data and reports of an *employee's hiring* polygraph are to be destroyed within three years and 90 days after the date of the *employee's* appointment or employment.
- C. Access to this file *should* be limited to those involved in the initial selection process. It *should* also be made available for review by staff from other law enforcement agencies that are completing background investigations on the *employee*. When relevant to an investigation, it *may* also be made available to Internal Affairs investigators.

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### **35.3.2 Personnel File**

- A. An *employee's* personnel file *should* contain the *employee's* performance evaluations, pay increases and decreases, suspension, promotions, transfers, *discipline*, commendations and awards and other documents related to an *employee's* performance.
- B. Access to this file *should* be limited to the employee, those who are in the *employee's* direct chain of command and, when relevant to an investigation, to Professional Standards investigators. In addition, a properly redacted file, (redactions should be made as required by both the provisions of the Arizona public records law and A.R.S. §38-1109, regarding pending disciplinary actions) shall be made available when a public records request is made.

### **35.3.3 Medical/Psychological File**

This file *should* be maintained by the Town's Human Resources Department. Upon hire, an *employee's* post offer pre-employment medical/psychological examination *shall* be forwarded to Town Human Resources for placement in the file. All subsequent medical/psychological records of any kind provided by any *physician* or health care practitioner who has examined the *employee* and any documents that contain health care or medical/psychological information related to the *employee*, including medical/psychological reports regarding communicable disease or bodily fluid exposure, *shall* also be forwarded to Town Human Resources for placement in this file. Access to this file *should* be limited to Town Human Resources staff; access to medical/psychological information contained in the file is limited to those with a need to know the information.

### **35.3.4 Supervisor's Desk File**

This file *should* consist of notes made by the *supervisor* pertaining to an *employee*. They *should* be retained until incorporated into a periodic evaluation form and then destroyed/deleted. Access to this file *should* be limited to the *supervisor* and *supervisor's* chain of command.