



# **POLICY AND PROCEDURE NO. 50**

## **Department Personnel Files**

Date Issued: January 18, 1994

Date Effective: January 18, 1994

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### **1. POLICY:**

The Worcester Police Department shall permanently maintain a confidential personnel folder for each employee. Access to this folder shall be limited to the department head, supervisor, and the employee. This folder shall be separated from records maintained for bookkeeping purposes.

Folders shall contain all pertinent data on the employee. Examples include; application and investigation for initial employment; all correspondence relating to grading and assignments; letters of commendation and/or censure; findings and recommendations of annual employee reviews; a record of specific action taken as a result of unsatisfactory performance; and evidence of additional training or education since the date of employment. Additional information such as promotions and awards, physical records relating to work related injuries, probationary reviews and a record of sick time and leaves of absence may also be included.

### **2. PROCEDURE FOR ACCESS:**

Employees shall have access to all information contained in their personnel folder providing, however, the following procedure is followed.

1. Employees desiring access to their personnel files shall request an appointment.
2. An appointment time and date will be set not to exceed ten working days.
3. Such review and examination will be made with a designated person from the Chief's Office in attendance.
4. An accompanying fee will be required for copying.

These internal controls are established in order to prevent records being removed from their files and to ensure that the review safeguards the confidentiality of the file contents.

Per:

*Edward P. Gardella*  
Chief of Police