

ACCESS TO PERSONNEL FILES
(By Person Other Than the Subject of the File)

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 1-3-102, dated 11/10/21

FORMS: None

PURPOSE: To provide access to personnel files on a need-to-know basis.

I. GENERAL INFORMATION

- A. **Official** Personnel files **are stored electronically. They may be reviewed** in Human Resource Services (HRS) at the Probation Administrative Office (PAO), 4th Floor.
- B. Personnel files are available for review by:
 - 1. A supervisor, only for those persons under his/her direct supervision, and the chain of command up to the division director in the employee's division.
 - 2. A hiring manager conducting a job reference check.
 - 3. Persons who have been granted authorization from the Executive Management team (Chief Probation Officer, the Assistant Chief Probation Officer, and a Chief Deputy Probation Officer) or the HRS Manager.
 - 4. Law enforcement agencies performing a background investigation/reference check with a valid Release of Information Waiver from the employee.
- C. Use of any personnel file for other than official use is specifically forbidden.
- D. Regardless of the purpose of a personnel file review, the confidentiality of information thereby obtained must be maintained. Discussion of any material within a personnel file shall be limited to those persons having an official reason and authorization to have access to such information.
- E. Notes may be taken when reviewing a file; however, copies, **including photos**, may not be **taken** of any file material. Material may not be added to or removed from any file by the reviewer.

REFERENCES:

Procedures:	1-3-104	Employee Reference Inquiries
Policy:	C-11	Employee Personnel File

C-26

Background Investigations/Employment Reference
Requests

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APPROVED BY: