

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

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 1-3-102, dated 12/04/18

FORMS: None

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

I. GENERAL INFORMATION

- A. Personnel files and a reviewing area are located in [REDACTED].
- 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 [CPO], **the Assistant Chief Probation Officer**, or a Chief Deputy Probation Officer [CDPO]), 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. No Probation Department personnel file may be removed from HRS without authorization from the **Executive Management Team** or the HRS Manager.
- D. Use of any personnel file for other than official use is specifically forbidden.
- E. 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.
- F. Notes may be taken when reviewing a file; however, copies may not be made 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 C-26	Employee Personnel File Background Investigations/Employment Reference Requests

D. Martinez

APPROVED BY: