

Subject:	PERSONNEL RECORDS
Section:	PPG# 2500
Chapter:	Personnel
Effective Date:	7/1/98

POLICY

Personnel Records

The department shall organize, compile and maintain personnel records and files for each staff member of the department, which shall be kept secure under the authority of the chief. The contents of the files shall be available to the chief and to those staff authorized by the chief to organize, compile and maintain the personnel files. Those who have access to the files shall be required to maintain the confidentiality of the files and their contents.

The staff member shall be permitted, during normal department business hours, to review the contents of his/ her personnel file in the presence of an authorized staff member.

REFERENCES

Legal Reference: RCW 42.17.310 (1) Certain personnel and other records
exempt (from public inspection)
RCW 49.12.240-260 Employee inspection of personnel
file