

# DALTON POLICE DEPARTMENT

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<i>Subject</i> <b>Personnel Files</b>		
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## I. Policy

It is the policy of the Dalton Police Department to maintain accurate files of personnel and to permit the dissemination and viewing of the files in accordance with state and federal law.

## II. Personnel File Contents

The following items are not contained within Department personnel files:

- A. Medical or training records, except for records required for employment application purposes
- B. Citizen or Department complaint files, except for memoranda or letters indicating the finding of facts and final disposition

## III. Personnel File Organization

An employee's personnel file is the property of the Dalton Police Department. Personnel files are organized into six sections:

- A. Section one shall be all pre-employment information, i.e., pretests, background investigation, etc.
- B. Section two shall be pay information and assignments.
- C. Section three shall be disciplinary action.
- D. Section four shall be commendations.
- E. Section five shall be the certification section.
- F. Section six shall be all required signed forms, i.e., GCIC, Drug-Free Workplace, etc.

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

IV. **Personnel File Viewing**

- A. Employees must request in writing the reason for viewing their personnel file.
- B. Employees are not permitted to remove any items from the file.
- C. Personnel files of former employees ~~will~~ shall be transferred ninety (90) days after severance, or upon satisfaction of terms of the employee contract, into the Department's document imaging system.
- D. Employees are permitted to take notes of items in the file.
- E. Making copies of items in the file must be approved by the Chief of Police. Notations shall be made in the file of any items copied or when the file is viewed.
- F. The Chief of Police's administrative assistant, a Division Commander, or the Chief of Police must be present when employees view their files.
- G. Persons from outside the Department may view a current or former employee's file at the direction of the Chief of Police or his / her designee if in possession of written permission designating the part or parts which may be viewed.
- H. Georgia Peace Officer and Standards Training Council (POST) investigators are hereby granted access to personnel files of all current or former sworn employees, in accordance with O.C.G.A. 35-8-7.2. The Support Services Division Commander or his / her designee shall coordinate with POST investigators to view files.

V. **Challenges to File Contents**

Following a review of the personnel file, an employee may challenge any information in the file by filing a written objection for removal or correction with the Chief of Police. The Chief of Police ~~will~~ shall respond to the request, indicating the decision on the issue, within thirty (30) days.

VI. **Security of Personnel Files**

Requests for information for personnel records, other than for bona fide criminal investigations, ~~will~~ shall be forwarded to the individual whose records are requested for approval. The following information is considered non-confidential and may be released by the Chief of Police's administrative assistant without employee clearance: employment dates, position(s) held, duty stations, and wage and salary verification (only verification of amounts provided by requestor).

If additional information is requested in non-criminal cases, the employee ~~will~~ may give written consent, which ~~will~~ shall be retained in the employee's personnel file.

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*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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