

DALTON POLICE DEPARTMENT

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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 job 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

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IV. **Personnel File Viewing**

- A. Employees shall request in writing to view their personnel file.
- B. Employees are not permitted to remove any items from the file.
- C. Employees are permitted to take notes of items in the file.
- D. 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.
- E. The Chief of Police's Administrative Assistant, a Division Commander, or the Chief of Police shall be present when employees view their files.
- F. Persons from outside the Department may view a current or former employee's personnel file upon written request to the Chief of Police or his / her designee, and provided not otherwise an exception to all or any portion under the Georgia Open Records Act or any other state or federal law.
- G. 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**

- A. Following a review of his / her personnel file, an employee may challenge any information in the file by filing a written objection seeking removal or correction with the Chief of Police. The Chief of Police shall respond to the request, indicating the decision on the issue, within thirty (30) days.
- B. The written request from the employee and the documented response to the request from the Chief of Police shall be maintained within the personnel file.

VI. **Storage and Security of Personnel Files**

- A. The Chief of Police's Administrative Assistant shall be responsible for maintaining all personnel files and for entering documentation into the files.
- B. Personnel files shall be maintained in paper form in a physical file folder and / or in an electronic format saved on the Department's document imaging system.
- C. Personnel files in physical form shall be stored in a locked area within the Chief of Police's office, and access shall be restricted to this area.
- D. Requests for information from personnel records, other than for bona fide criminal investigations, shall be forwarded to the individual whose records are requested for consent. The following information is considered non-confidential and may be released by the Chief of Police's Administrative Assistant without employee notice

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or consent: employment dates, position(s) held, duty stations, and wage and salary verification (only verification of amounts provided by requestor).

- E. If additional information is requested in non-criminal cases, the employee may give written consent, which shall be retained in the employee's personnel file.
- F. Personnel files of former employees shall be transferred ninety (90) days after severance, or upon satisfaction of terms of the employee contract, into the Department's document imaging system.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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