

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 3.12	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> ACA 4-ALDF-7E-02 G.O. <a href="#">4.04</a> , <a href="#">4.08</a> P&P 3.28	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 23, 2015	
	<b>REVISION DATE:</b> December 23, 2015	
<b>CHAPTER:</b> Personnel	<b>SUBJECT:</b> Personnel Records	

- I. **PURPOSE:** To establish policy and procedure for personnel to review and challenge information maintained in their respective personnel files.
- II. **POLICY:** It shall be the policy of the Detention and Corrections (D&C) Division to maintain a current, accurate, and confidential personnel record on each employee pursuant to General Orders [4.04](#), "Evaluation Reports" and [4.08](#), "Personnel Files and Workers Compensation Files/Medical Files." All personnel files shall be confidential and availability is restricted to the employee, to administrators, to supervisors directly responsible for the member, and to other personnel who need the information for the performance of their duties. Members may review their personnel files, challenge information contained therein and have it corrected if the information is proved inaccurate.

### III. **PROCEDURE:**

#### A. PERSONNEL FILES:

1. Personnel records shall reflect information that is reliable, accurate and current. These records are confidential and protected against unwarranted examinations as specified by County, State and Federal statutes.
2. Information obtained from required medical examinations and/or inquiries regarding applicants' and members' medical conditions or histories is collected and maintained on separate forms and in separate medical files. Medical files are confidential.
3. Each member of the Alameda County Sheriff's Office shall have a permanent and secondary personnel file.
  - a. Primary (permanent) files shall be maintained by the Management Services Division.
  - b. Secondary (*unit*) files shall be maintained by the Facility Commanding Officer/Unit Commander of the member's assigned unit.
4. Requests for information by an outside person or agency concerning a Sheriff's Office member will be directed to the Management Services Division.
5. When a member is transferred, his/her unit file will be forwarded in a sealed envelope to

the Facility Commanding Officer/Unit Commander of his/her new assignment.

6. When a member ceases employment with the Sheriff's Office, his/her unit file will be forwarded to the Management Service Division for disposition.

**B. REVIEW OF PERSONNEL RECORDS:**

1. Members may review their respective personnel files by submitting a memorandum to the Management Services Division requesting an appointment.
2. Upon receipt of appointment approval, the requesting member shall contact the Management Services Division to arrange a date and time to review their personnel file.
3. Should inaccurate information be discovered during a review of the member's personnel file, the reviewing member may challenge this information in order to have it corrected or removed:
  - a. Members challenging information contained in their personnel file shall document inaccuracies and provide supporting documentation explaining why they believe the information is inaccurate.
  - b. The documentation shall be forwarded to the Management Services Division, via memorandum, requesting correction of the inaccurate information.
  - c. The Management Services Division shall review all requests for corrections to personnel files and render decisions.
  - d. Members will be notified by memorandum should a change be made to their personnel file.