3-02/020.10 - Personnel Folders

The records of an employee are contained in the official employee personnel folder. Included are such records as:

- Background Employment Application (SH-AD-223 or SH-AD-629)
- Change of status forms
- Promotions
- Founded complaints
- Disciplinary actions
- Performance evaluations
- Personal data
- Commendations
- Education records

These records are restricted and are made available to the individual employee to persons who provide written authorization from the employee (i.e., a waiver to review personnel records) and to authorized personnel only with the consent of the captain of Personnel Administration Bureau. Confidential information about an employee which was obtained during the background investigation will not be open to review by the concerned employee.