3-02/020.12 - Employee Personnel File Reviewing

Original personnel files shall be reviewed at the Records Unit, located at Hall of Justice 5th Floor, 211 West Temple Street, Los Angeles. Original personnel files shall not be removed from the Records Unit unless expressed written permission is obtained from the unit commander of Personnel Administration Bureau and only in extenuating situations.

Records Unit File Viewing Procedures

Standard authorization to view a personnel file shall be as follows:

- Employee review of own file – requires valid identification.
- Outside agency review – requires a valid waiver signed by the employee.
- Department personnel review – requires a valid waiver signed by the employee or a memorandum from the requestor's unit commander stating the reason for the request.
- Internal Affairs Bureau (IAB) – requires IAB case number.
- Internal Criminal Investigations Bureau (ICIB) – requires ICIB case number.
- Advocacy Unit – requires case number.
- Risk Management Bureau – requires case number.

All files shall be viewed within the Records Unit. Copies or photographs of items contained within the file can be made only after receiving permission from the Records Unit.

File Removal Procedures

In the event the original personnel file is requested to be viewed away from the Records Unit's location or Personnel Administration Bureau, the requestor's unit commander shall prepare a memorandum to the Personnel Administration Bureau's unit commander outlining the reason for the request and an anticipated length of time the file will be needed. The memorandum shall include the name, employee number, and rank for the employee's file being requested. If the request is granted by the Personnel Administration Bureau's unit commander, then the requestor shall sign a receipt taking possession and responsibility of the personnel file. The Records Unit shall then produce a substitute personnel file, as set forth below.

Vault Unit Procedures

The Records Unit shall create and maintain a log of all original personnel files that have been viewed. The log shall include all pertinent information such as the name and employee number of the file viewed, the date the file was viewed, the reason for the request, and specific information (name/identification number) as to the person whom viewed the file.

A separate log shall be maintained for those files which are removed from the Records Unit. This log shall include file specific information (name, employee number) as well as the name, identification number, rank, and unit of assignment of the person removing the file. In addition, the date the file is removed, its anticipated return date, and a brief explanation shall also be tracked.

In all instances wherein a file is removed, The Records Unit shall scan, save, and store a copy of the entire

file's contents prior to its removal. This stored copy of the file is to be a replacement file should the original file, or its contents, be lost, damaged, or destroyed during its removal from the Records Unit. The Records Unit shall also place a copy of the approved unit commander to unit commander memorandum in the newly created substitute personnel file, further documenting the removal of the file.

The Records Unit shall contact personnel having removed a file for viewing each month to ensure that the personnel file is accounted for. This procedure shall continue until the personnel file is returned to the Records Unit.

In all matters pertaining to the personnel file viewing procedures, the Personnel Administration Bureau unit commander, or their designee, shall make the final decision on special requests involving the viewing/removal of personnel files.