

## 3-05-320 Personnel Records

### PURPOSE OF ORDER:

To establish the policy and procedures for maintaining the Twin Towers Correctional Facility personnel records and files.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

### ORDER:

The operations lieutenant has the responsibility for all personnel records. They shall be secured in the Operations office on the [REDACTED TEXT]Floor. Included in the personnel folders are such records as:

- Bonus Selection Standards (for bonus deputies)
- Commendations
- Disciplinary actions
- Education records
- Employee Report on Outside Employment Activities (SH-AD-651)
- Founded complaints
- Performance Evaluations
- Personal Information (SH-AD-91)
- Photograph of employee
- Promotions
- Status Changes
- Training Records
- Transfers

The personnel files are restricted, and only the Unit Commander, operations lieutenant, watch commander, or operations sergeant may authorize access to an employee's personnel records. In compliance with a subpoena duces tecum the Legal Unit may have access to employees's personnel records for official use.

Removal of documents from personnel files is prohibited without the consent of the Unit Commander. Files may not be removed from the operations office for review. Files shall not be taken inside security without the permission of the Unit Commander.

There shall be a sign-out log for all personnel files removed. Person(s) removing files must indicate on the log the name of the folder(s) they are removing, their name, the date, time and the reason for removal (e.g., review, evaluation, investigation, etc.). See attached Personnel File Sign-Out Log.

Any employee may review their own personnel file in the presence of their supervisor or Operations staff.

The Operations staff shall maintain all Unit personnel files in the proper format and order per Departmental and Divisional directives. An annual review of all personnel files shall be made to ensure that the files are in the proper format and all pertinent records are current, e.g., Personal Information form, Outside Employment

form(s), and current photograph.

The operations lieutenant will be responsible for generating Unit personnel files on newly hired Department employees. Photographs of employees will be coordinated with the watch sergeant.

Upon receiving personnel files on employees transferred from other units, the operations sergeant shall ensure that an updated Personal Information form and a photograph of the employee are in the file.

Upon an employee transferring to a another unit, the operations sergeant shall address all outgoing personnel files to the new Unit Commander, not the employee. All termination files shall be submitted to Personnel Services in a timely manner.

TWIN TOWERS CORRECTIONAL FACILITY  
PERSONNEL FILE

SIGN-OUT LOG

1. COMPLETE LOG PRIOR TO REMOVING ANY PERSONNEL FILE.
2. REMOVAL OF DOCUMENTS FROM PERSONNEL FILES IS PROHIBITED WITHOUT THE CONSENT OF THE UNIT COMMANDER.
3. FILES MAY NOT BE REMOVED FROM THE OPERATIONS OFFICE FOR REVIEW.
4. FILES SHALL NOT BE TAKEN INSIDE SECURITY WITHOUT THE PERMISSION OF THE UNIT COMMANDER.

PERSONNEL FILE  
NAME  
PERSON  
REMOVING FILE  
DATE/  
TIME OUT  
DATE/  
TIME IN  
  
REASON







