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Meets Accreditation Standard:	26.2

Section 400.100 Personnel Files

Policy

A personnel file shall be maintained for each individual employee, with the Shively Police Department.

Contents to be maintained:

1. Application and copies of personal documents.
2. Corrective or disciplinary reports.
3. Both favorable and unfavorable communications.
4. College or educational transcripts. Individual incident reports.
6. Suspension, retirement, or dismissal reports.
7. All commendations.
8. All personnel advisements regarding employment, promotions, salaries, etc.

Review of file:

Employees who desire to review their personnel file shall submit a written request to the Chief of Police stating the specific date and time when they would like to have access to their file.

Upon written approval from the Chief of Police, employee may review their personnel file under supervision, on the workday and the time specified.

Open Records Law:

For the purposes of the open record law, the Chief of Police is the official custodian of all personnel files, and any request to review a personnel file by any person other than the employee to whom the file refers will be reported to him immediately. To ensure that the officer's interests are protected while the provisions of the open records law are complied with, any decision to permit review or release of any item from a personnel file will be made only by the official custodian of the records.