

# GREELEY POLICE DEPARTMENT

**General Order 309.00**

**Reviewed: 03/16**

## **309.00 PERSONNEL RECORDS**

### **309.01 PURPOSE**

The Department maintains limited personnel records of employees. This policy establishes the Department's maintenance of employee personnel records on-site at the department.

### **309.02 POLICY**

This directive establishes the process by which employees' personnel records will be handled while such records are under the control of the Police Department.

### **309.03 PROCEDURES**

Personnel records of current employees will be maintained by the City of Greeley Human Resources Department.

Personnel records shall be stored in a secure and restricted access location within the City of Greeley Human Resources Department.

Access to employees' personnel records is restricted to City of Greeley Human Resources Department staff, authorized Police Department supervisors, Police Department command staff, and individual employee upon request.

Personnel records may be reviewed by authorized personnel only within the confines of the City of Greeley Human Resources Department. Records shall not be removed from this location without authorization of the Chief of Police or his designee.

The Chief of Police pre-authorizes Personnel Records maintained by the Greeley Police Department to be removed from the secured areas by:

- Greeley Police Captains
- The Professional Standards sergeant
- The Training/Recruitment Unit sergeant

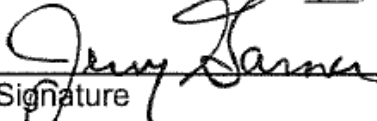
Copying of documents in the personnel records is expressly prohibited unless authorized by the Police Chief, his/her designee, or the City of Greeley Human Resources Department Director.

Exceptions to the policy:

The Department's Training/Recruitment Unit assigned to the Support Services Division will maintain the last annual performance appraisal for

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each employee in a secured, restricted area. The copy on hand will be destroyed once the next appraisal is completed and a copy is placed in the employee's folder.

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Authorized by Jerry Garner, Police Chief		
Effective Date: March <u>7</u> , 2016		
 Signature	Date:	<u>3-7-16</u>