

GREELEY POLICE DEPARTMENT

General Order 309.00

Reviewed: 03/19

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. Individual employees may view their own personnel file 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 Deputy Chiefs
- 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 or 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 Mark Jones, Police Chief		
Effective Date: March <u>20</u>, 2019		
<u><i>Mark Jones</i></u>	Date:	<u>March 20, 2019</u>
Signature		