




LOWER MERION TOWNSHIP POLICE DEPARTMENT
Ardmore, Pennsylvania

Policy 3.3.8

Subject:		Distribution:
Personnel File / Employee Access		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 98-56 & 02-83
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

To establish a uniform policy for the handling of Department employee's personnel file, and a procedure for allowing Police Department Employees to review the content of their personnel file.

POLICY

Employees, or their designated agent (provided the agent presents a signed authorization from the employee), are allowed to access and review their personnel files in compliance with Pennsylvania State Statutes.

PROCEDURE

- A.** All requests to access and review personnel files must be made by the employee in writing through the chain of command to their Division Commander.
- B.** Once the Division Commander approves the request, it will be forwarded to the Staff and Inspections Unit Commander.
- C.** A representative of the Staff and Inspections Unit will contact the employee to schedule an appointment for the employee to review the personnel file at the earliest mutually convenient time. The employee is to schedule the appointment when he/she is off-duty. Exception – If the request is limited in scope to review a small portion of the personnel file, an exception may be granted to conduct the review during on-duty time, at the discretion of the Staff and Inspections Unit Commander.
- D.** The employee shall only view the personnel file in the presence of the Staff and Inspections Unit representative. No items shall be removed from the personnel file by the employee, however, note taking is permissible. Permission to copy items

from the personnel file must be obtained from the Staff Services Division Commander.

- E.** In the event of a disagreement with any of the contents in the personnel file, the employee shall record the disagreement in writing and forward it through his/her chain of command for resolution.
- F.** Personnel Files that have had their contents restricted by court order or by other legal agreement are not subject to review or dissemination to others. All inquiries regarding employees with restricted files will be referred to the Director of Human Resources or the Superintendent of Police.