

	<b>Winchester City Sheriff's Office</b> <b>Manual of General Orders</b>  <b>PREFACE</b> <b>004</b>	<b>Effective Date:</b> May 1, 2014 Accreditation Standards:
		<b>Original Policy:</b> May 1, 2014 <b>Last Review Date:</b> October 31, 2023 <b>Next Review Date:</b> October 31, 2024
<b>Subject: Personnel</b>		<b>By Authority of:</b> <hr/> <b>William E Sales, Sheriff</b>

### I. PURPOSE

The purpose of this order is to establish policies and procedures for the maintenance and administration of individual personnel records as well as establish a uniform information classification system.

### II. POLICY

Every appointee of the Sheriff's Office, sworn officers and civilians, shall have a personnel record containing all forms completed during the hiring process. A summary, an index and chronological entries which provide an abbreviated history of the individuals education, qualifications, performance evaluations, training, complaints, commendations, and job assignments, etc., since becoming a member or appointee of the Winchester City Sheriff's Office. The Office of the Sheriff shall maintain a personnel record on every employee. All personnel records are permanent property of the Sheriff's Office. The individual personnel record is available to the member or appointee for in-office review and may be reviewed by the Sheriff, Chief Deputy, and Administrative Staff for official purposes. Otherwise, individual records are sensitive and kept under lock and key in the personnel file. The Major is responsible for the sensitive custody of individual personnel records and may release a record from the file with a signed receipt from an authorized person having an official need to know and review information in the record.

### III. PROCEDURE

The individual personnel record will be assembled, maintained, and filed in the administrative offices. The individual personnel folder shall consist of official personnel forms, general correspondence memos, disciplinary actions, and related material and documents. Every member or appointee of the Office shall be permitted to review his/her record upon written request with the permission of the Sheriff, but may not remove the record or any materials filed therein from the immediate area. When a copy is requested ample notice must be given prior to receiving the copied file. The record shall be considered sensitive, and only supervisory and investigative personnel of the Office who have a valid need to know may have access to the record. The Sheriff will designate the person whom is the specific custodian of individual personnel records and shall, when practical, be the only person maintaining control and access to the records. All other uses shall require approval of the Chief Deputy or the Sheriff. Any person who disagrees with the inclusion of any material in his record or who wishes to have any additional information included in his record may request such action by memo to their supervisor who shall forward it to the Sheriff for his action. When an appointee, sworn or not sworn, terminates employment with the Office, his file shall be cleared, sealed and filed in a separate section apart from the active files. The Major is responsible for maintaining and securing the training files on all personnel. The Major is also the Communicable Disease Officer, is responsible for maintaining and securing those files.