

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **ACCESS TO FIRE DEPARTMENT PERSONNEL FILES**

**MP105.06 04/06 – R**

#### **PURPOSE**

This procedure identifies the means by which Fire Department Personnel Files will be accessed.

Fire Department Files are confidential and all individuals accessing them will be expected to maintain that confidentiality.

#### **GUIDELINES**

The following Fire Department personnel shall have full access to the files:

- Fire Chief
- Chief of Personnel Services
- Management Services Administrator
- Division Heads (except other Division Heads or the Fire Chief's files)
- Personnel Control Officer
- Fire Department Personnel Officer
- Performance Auditors
- Payroll Section Employees
- DISTRICT/SECTION SECRETARIES/FOR DISTRICT/SECTION PERSONNEL FILES

All other Chief Officers and supervisors shall have access only to the files of the employees that they supervise. Access to files of employees of equal or superior rank is prohibited.

All personnel shall have access to their own file. Arrangements must be made with the Personnel Aide, Records Clerk or district/section secretary prior to actual review (Administration's phone number is 261-8010).

The Personnel Aide or Records Clerk will monitor all access to Fire Department Personnel Files. The district/section secretaries will monitor access of the district/section files. It will be their responsibility to maintain a log of request to access the files, and to verify that the individual seeking access has the proper authority to do so.

Prior to furnishing a file to an individual, the Personnel Aide, Records Clerk or district/section secretary will complete an entry in the log, listing the following.

- date
- file name and rank
- requestors name and rank

Log entries for requests by full access personnel will be made only when a file is to be removed from the Personnel Aide or Clerk's location.

Only individuals with full access authorization may remove a file from the Aide or Clerk's location. If a file is removed, the Aide or Clerk will make a entry in the logbook. Upon return of the file, the Aide or Clerk will note the date of return as part of the original log entry.

Access of the files will be conducted only for official Fire Department business. Duplication or removal of document(s) from a file must verbally be authorized by the Fire Chief, Chief of Personnel Services, Management Services Administrator, Personnel Control Officer, or Fire Department Personnel Officer. Permanent removal of documents from personnel file(s) is outlined in M.P. 105.11. Any unauthorized removal of documents will result in disciplinary action.

The Personnel Aide, Clerk, or district/section secretary will verify by the daily roll call and/or permanent assignment roster, the authority of an individual requesting to access another's file. If unable to verify the authority in this manner, the requestor will be referred to the Fire Chief, Chief of Personnel Services, Management Services Administrator, Personnel Control Officer, or Fire Department Personnel Officer for approval. The Battalion Chief/Section Head will be contacted regarding the district/section files.

The Personnel Aide, Records Clerk or district/section secretary will complete all log entries, and the log will be kept in a secure place at the Aide, Clerk or district/section secretary's location. Personnel in the Payroll Section will act as alternates in the absence of the Aide or Clerk.

The log will be subject to review only by the following:

- Fire Chief
- Division Heads
- Chief of Personnel Services
- Personnel Control Officer
- Management Services Administrator
- Fire Department Personnel Officer
- Performance Auditors
- Payroll Section Employees
- Battalion Chiefs/Section Heads for the district/section files