

Personnel Information and Files

314.1 PURPOSE AND SCOPE

To set forth the policy and the guidelines relative to the recording and release of personnel information. This policy applies to all employees.

314.2 AUTHORITY AND REFERENCES

- Executive Team;
- Peace Officers Bill of Rights, Sections 3305 & 3306.

314.3 POLICY

A master file shall be established and maintained for each employee and in which shall be recorded the personnel history of the employee. Probation Personnel Services is designated as custodian of the personnel files and shall make the file, or information contained therein, available only to the current employee, Probation Administration, his or her director or immediate supervisor, or other persons as may be designated by the Chief Probation Officer or the employee.

314.4 INSTRUCTION AND COMMENT

- (a) The personnel file shall contain:
 - (a) Current address and telephone number of employee (Employee Emergency Notification Form);
 - (b) Copy of applications for employment, promotions, reclassifications, etc.;
 - (c) Departmental copy of employment contract;
 - (d) Signed Code of Ethics, policies and other processing forms;
 - (e) Evaluations;
 - (f) Departmental copy of change of Personnel Transactions;
 - (g) Promotions, demotions, position changes, reclassifications, transfers, layoffs, and terminations;
 - (h) Disciplinary actions;
 - (i) Awards/commendations and other information as required;
 - (j) State/federal fingerprints; and
 - (k) Departmental copy of Merit Step Increase.
- (b) For those employees covered under Sections 3305 and 3306 of the Government Code, the following applies:
 1. The Peace Officer Bill of Rights, 3305 Government Code, reads: "No public safety officer shall have any comment adverse to his interest entered in his personnel file, or any other file used for any personnel purposes by his employer,

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without the public safety officer having first read and signed the instrument containing the adverse comment indicating he is aware of such comment, except that such entry may be made if after reading such instrument the public safety officer refused to sign it. Should a public safety officer refuse to sign, that fact shall be noted on that document, and signed or initialed by such officer."

2. Section 3306 Government Code reads: "A public safety officer shall have thirty (30) days within which to file a written response to any adverse comment entered in his personnel file. Such written response shall be attached to, and shall accompany, the adverse comment."
- (c) Information contained in personnel files, other than dates of employment, classification and salary range held, will not be released to an employee's future employers by Probation Personnel Services without the written consent of the employee. All formal and informal personnel inquiries concerning an employee or ex-employee shall be forwarded by staff to the Probation Personnel Services for handling. Staff should not give out information on former or current employees without first consulting with the Probation Personnel Services Division Director or designee. The release of such information without a signed waiver could result in litigation against the department and the person releasing the information.
 - (d) An employee may request removal of a Written Reprimand from his/her personnel file for good cause 24 months after placement in file (Attachment 1). If approved by Chief Probation Officer, the Personnel Services Division Director or designee will remove the document from the personnel file.
 - (e) Employee Emergency Notification Form (Attachment 2) may be filled out by employee and forwarded to the Probation Personnel Services for placement in the personnel file.

Date last reviewed: 10/30/2019

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08/30/2010

01/02/1996

Created: 07/01/1986

Attachments:

[1.Request to Remove Written Reprimand](#)

[2.Employee Emergency Notification Form](#)



RIVERSIDE COUNTY PROBATION DEPARTMENT

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To: Personnel Services Division Director

Re: Request for Removal of Written Reprimand/
Conference Summary

I, _____, request to have _____

removed from my personnel file for the following reason:

This written reprimand/conference summary has been in my file for over 24 months.

Date

Employee signature

____ Approve

Employee print name

____ Disapprove

Date

Chief Probation Officer

If approved, forward to Personnel Services Division Director.

Date received

Date removed



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EMPLOYEE EMERGENCY NOTIFICATION

Employee Name: _____

Residence Address: _____ City: _____ Zip: _____

Mailing Address: _____ City: _____ Zip: _____

Home Telephone #: (____) _____ Cell Phone #: (____) _____

Do you have a blood account? No Yes Blood Bank Telephone Number: (____) _____

Blood Bank's Name & Address: _____

Allergies (optional): _____

FAMILY/NEXT OF KIN:

Name: _____ Relationship: _____

Residence Address: _____ City: _____ Zip: _____

Home Telephone #: (____) _____ Cell Phone #: (____) _____

Name of Employer: _____

Business Address: _____ Telephone#: (____) _____

PERSON TO CONTACT IN CASE OF EMERGENCY (IF DIFFERENT FROM ABOVE):

Name: _____ Relationship: _____

Residence Address: _____ City: _____ Zip: _____

Home Telephone #: (____) _____ Cell Phone #: (____) _____

Name of Employer: _____

Business Address: _____ Telephone#: (____) _____

PERSON(S) WHO CAN ASSIST IN LOCATING FAMILY MEMBERS:

1. Name: _____ Relationship: _____

2. H/Address: _____ Telephone#: (____) _____

3. B/Address: _____ Telephone#: (____) _____

4. Name: _____ Relationship: _____

H/Address: _____ Telephone#: (____) _____

5. B/Address: _____ Telephone#: (____) _____

Employee Signature: _____ Date: _____