

Egg Harbor Fire Department and First Responders Standard Operating Guidelines

SUBJECT: PERSONNEL FILES

SOG 023

PURPOSE: This procedure identifies the means by which Egg Harbor Fire Department Personnel Files will be accessed. Fire Department Files are confidential and all individuals accessing them will be expected to maintain that confidentiality.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

PROCEDURE

- A) The following Fire Department personnel shall have full access to the files:
 - Fire Chief
 - Assistant Chief
 - Fire commission Chairperson

- B) All personnel shall have access to their own file. Arrangements must be made with the Fire Chief or Assistant Chief to review.

- C) Access of the files will be conducted only for official Fire Department business. Duplication or removal of document(s) from a file must be in the form of a written request, authorized by the Fire Chief and become part of the file.