

**Purpose:** This policy establishes the procedure with regard to access to, review of, and disclosure of information contained in a member's personnel file.

**Administration:** The Fire Chief will have primary responsibility for administration of this policy.

**Procedure:** This policy covers all members of the Cumru Township Fire Department. Any violation of this policy is grounds for disciplinary action up to and including discharge.

- All individuals, including those suspended, or on an inactive status, or an agent designated by the member, can review the information contained in their own personnel files by requesting a meeting, in writing, with the Fire Chief at a mutually agreeable time.
- Information contained in the personnel files may be reviewed only in the township offices.
- The personnel file may contain but is not limited to the member's application, criminal background checks, notices of commendations, warnings or discipline, attendance records, training records and performance evaluations.
- The personnel files shall not include records of an individual relating to the investigation of a possible criminal offense, letters of reference, documents which are being developed or prepared for use in civil, criminal or grievance procedures, medical records or materials which are used by the Township of Cumru to plan for future operations or information available to the individual under the Fair Credit Reporting Act.
- The member may not remove, damage or destroy any part of his or her personnel file.
- It is the member's responsibility to keep the Cumru Township Fire Department informed of changes in status (address, phone numbers, contact information, training certifications, etc.). These changes must be made, in writing, or photocopies to the Fire Chief.
- Nothing in this policy shall be in conflict with the General Assembly of the Commonwealth of Pennsylvania's Act, **Inspection of Employment Records Law (P.L. 596, #149)**, as amended.