


<b>SHELBYVILLE FIRE &amp; RESCUE STANDARD OPERATING PROCEDURES</b>		
	<b>SECTION: Membership</b> <b>SUBJECT: Access to Personnel,</b> <b>Medical &amp; Training Files</b>	S.O.P: 102.05
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	<b>Approved By:</b>  	<b>Effective Date:</b> December 1, 2012  <b>Revision Date:</b>

***Purpose:***

This procedure identifies the means by which 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 career, part time and volunteer members of the Shelbyville Fire Department.

***Procedure:***

Employment Records: Career Members

1. The following personnel shall have access to these files.
  - a. City Hall/Mayor’s Office
  - b. Chief
  - c. Assistant Chief
  - d. Administrative Assistant
2. Supervisors may be granted access to the files of the employees that they supervise. The Chiefs office must grant permission for these files. Access to files of employment of equal or superior rank is prohibited.


***I. General***

1. All personnel shall have access to their own files. Arrangements must be made with the Chief and or his designee prior to actual review.
2. The secretary will monitor all access to these files. It will be his/her responsibility to maintain a log of request to access the files, and to verify that the individual seeking access has prior authority to do so.
3. Prior to furnishing the file to an individual, the Secretary will complete an entry in the log listing the following; Date & Requester’s Name and Position.
4. Log entries for request by full access personnel will be made only when a file is to be removed from the office of the secretary. If a file is removed, the secretary will note and return as part of the original entry log.
5. Only individuals with full access may remove a file from the office of the Secretary.
6. Access of these files will be conducted only for official Fire Department business. The Chiefs office must verbally authorize duplication or removal of documents from a file. Any unauthorized removal of documents will result in disciplinary action.

***II. Medical Records: Workman’s Compensation***

1. Access to information regarding Workman’s Compensation claims will follow the same procedures as outlines in section I, II & III of this policy.

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### ***III. Medical Records: Medical Health Program***

1. In order to guarantee the security of those records, all files will be kept in the office of the Chief.
2. Only the Mayor and the Chief's office shall have full access to these files.
3. All personnel shall have access to their own files. Arrangements must be made with the Chief.
4. The secretary will monitor all access to these files. It will be his/her responsibility to maintain a log of request to access and verify that the individual seeking has proper authority to do so.
5. Prior to furnishing a file to an individual, the secretary will complete an entry in the log, listing the following; Date, Requesters Name and Position.
6. Under no circumstances will the original document contained in these files be removed from the office of the Chief; however personnel may request a duplicate copy of their own records by submitting a written request to the Chief office. Should a medical emergency arise that necessitates the need to duplicate a document(s) or obtain information in these files, full access personnel will have the authority to do so.
7. When a document contained in these files is duplicated, an entry will be made in the logbook stating the date, individuals name requesting the copy and the reason for the request. No exceptions to this policy will be permitted.

### ***IV. Training records***

1. All records and information pertaining to the training of personnel for the fire suppression duties will be kept in the office of the chief.
2. The following personnel will have full access to these files:
  - a. Chief
  - b. Assistant Chief
  - c. Training Officers
  - d. Secretary
3. All personnel shall have access to their own records. Arrangements must be made with the Chief before the actual review.
4. Members of the training bureau will monitor all access to these files. It will be their responsibility to verify that an individual seeking access has the proper authority to do so.
5. Under no circumstances will the original documents contained in these files be removed from the office of the Chief; however personnel may request duplicates of their own records by submitting a request to the Chief's office.