

ENDWELL FIRE DISTRICT

FIREFIGHTER REQUESTS TO VIEW THEIR PERSONNEL FILE POLICY	
Number: 2024 - 31	Adopted: January 10, 2024

I. SCOPE:

This policy applies to all firefighters who request to view their personnel file

II. OBJECTIVE:

This policy aims to set forth procedures for firefighters and/or their agents to view their personnel files.

III. GUIDELINES:

The following guidelines are hereby established:

- A. Requests shall be in writing and submitted to the Fire District Secretary. Telephone contacts are not acceptable. Requests may be made by the firefighter and/or his/her agent. (See attached form request.)
- B. The Fire District Secretary shall document the date received and immediately forward the request to the Chairman of the Board of Fire Commissioners or his designee.
- C. The Chairman, or his designee, shall contact the firefighter to schedule an appointment. The contact with the firefighter or his/her agent shall be within five days of the receipt of the request. If the Chairman or his designee is unable to make contact to schedule a meeting with the requesting firefighter (or his/her agent), the attempts will be documented.
- D. The firefighter may request copies of anything contained in their personnel file. There shall be a fee not to exceed twenty-five cents per page.
- E. The firefighter shall sign an acknowledgment that he/she (or agent) has reviewed the file and received any requested copies. (See attached form.)

IV. The Board of Fire Commissioners may change this policy at any time.

This policy is adopted on January 10, 2024, and supersedes any previous reversion of this policy.

By order of the Board of Fire Commissioners, Endwell Fire District.

Reviewed and Adopted: January 10, 2024

No revisions

Adopted: March 23, 2023

Board of Fire Commissioner

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Attachment: #1 – Request to View Personnel File

Board of Fire Commissioners
Endwell Fire District
3508 County Club Road
Endwell, NY 13760

Re: Request to View Personnel File

Dear Board of Fire Commissioners,

Please contact me, {Insert Name}, via phone number {insert contact number} to schedule an appointment to review my personnel file.

Sincerely,

Firefighter's Signature

Date

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Attachment: #2 – Firefighter acknowledgment has reviewed their Personnel File



Endwell Fire District Firefighter Log For Review of Personnel File

Name: _____

Note: The firefighter may request copies of anything contained in their personnel file. There shall be a fee not to exceed twenty-five cents per page for copies.

<u>Request Date</u>	<u>View Date</u>	<u>Listing of Copies</u>	<u>View Only</u> (Check Here)	<u>Signature</u>