

## ENDWELL FIRE DISTRICT

<b>FIREFIGHTER REQUESTS TO VIEW THEIR PERSONNEL FILE POLICY</b>	
<b>Number: 2023 - 31</b>	<b>Adopted: March 22, 2023</b>

I. SCOPE:

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

II. OBJECTIVE:

The objective of this policy is 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 March 22, 2023, and supersedes any previous reversion of this policy.

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

**ENDWELL FIRE DISTRICT**

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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

# ENDWELL FIRE DISTRICT

## FIREFIGHTER REQUESTS TO VIEW THEIR PERSONNEL FILE POLICY

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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>