

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Employee Records
POLICY NUMBER: 2032

2032.1 All personnel information and records are to be considered as confidential to the extent allowed by Federal or State law. The district policy is to require that all personnel files are to be maintained in a secure and private location and to have all employees manage personnel information in that manner.

2032.2 An employee shall have the right to inspect certain documents in his/her personnel file, as provided by law, in the presence of an IFPD representative at a mutually convenient time. If you wish to inspect your file, you must schedule an appointment with the Fire Chief or his/her designated representative. If you wish to make copies of any document, a reasonable fee may be charged.

2032.3 IFPD will restrict disclosure of your personnel file to unauthorized individuals within IFPD. Any request for information contained in personnel files must be directed to the Fire Chief. Only the Fire Chief is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, IFPD will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required or authorized *after receipt of a signed and notarized release from the current or former employee and the agency requesting said information.*

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March 26, 2024
Reviewed and Adopted


Clerk of the Board