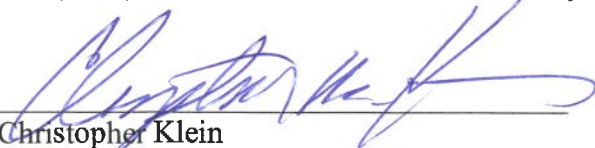


ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES	AD NO. 03.06 DATE: November 10, 2022 SUBJECT: Personnel TITLE: Personnel Files FOR PUBLIC RELEASE: Yes
ADMINISTRATIVE DIRECTIVE	

- I. Reference: Memoranda of Agreement between Anne Arundel County, Maryland and the Fraternal Order of Anne Arundel Detention Center Officers and Personnel, Inc., AFSCME Local 2563, AFSCME Local 582; Teamsters Union Local 355-Maryland Public Employees; Anne Arundel County Detention Sergeants Association International Union of Police Associations (IUPA) Local 141.
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF).
- III. Purpose: To ensure the maintenance of a current, accurate and confidential personnel record for each employee and to provide for employee access to personnel files.
- IV. Policy:
- A. An employee shall have access to their individual personnel files by prior appointment with the AACDDF Personnel Management Assistant II (MAIL) and/or the County Personnel Officer or his/her designated representative.
- B. Any employee shall be entitled to review all items contained in his/her AACDDF personnel file. An employee may challenge the information in the file and have it corrected or removed if proven inaccurate.
1. The employee shall submit a request to the Superintendent to have the information corrected or removed, including the reason for the request.
 2. The Superintendent shall review the request and make the correction or remove the information if it is proven inaccurate.
 3. The Superintendent shall notify the Personnel Officer regarding information correction or removal so the same action can be taken for the County's file.
- C. An employee shall receive a copy of any report placed in his/her personnel file.
1. The employee shall be requested to sign or initial a copy of the report before it is placed in his/her personnel file.

2. Refusal to sign or initial shall be noted on the report prior to placement in the personnel file.
- D. Applicable Memoranda of Agreement may allow for the removal or placement in sealed envelopes of prior disciplinary actions. Represented employees should refer to their Memoranda of Agreement.
- E. Each employee's personnel file and the cabinet storing these files shall be labeled confidential. Additionally, the file cabinet shall be locked at all times.
1. A system of accountability shall be implemented for signing out and signing in any file that has been removed from the cabinet.
 2. At no time are files to be physically removed from the Administration office unless permission is granted by the Superintendent.
 3. Any employee that notices a file missing shall report it to their immediate Supervisor and the AACDDF Personnel MAII immediately.
 4. The Supervisor and the MAII shall be responsible for conducting an investigation to locate the file and notify the Superintendent of the matter.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 3.6 dated September 20, 2004
AD 3.6 dated September 9, 2011
AD 03.06 dated July 29, 2021