





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 2 - Personnel

Policy Number:	2.16
Policy Name:	Personnel Files
Authority:	
Replaces:	Personnel Files 05/10/2000
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The facility maintains a current, accurate, and confidential personnel record on each employee. Employees may challenge the information in their personnel file, and have it corrected or removed if it is proved inaccurate.

II. GENERAL PROCEDURES

The Human Resources Division of the Juvenile Probation Department maintains adequate personnel records for each employee, ensures the confidentiality of those records, and provides employees access to them. Employees have the right to challenge information in their personnel files.

- A. Supplement to Supervisory Evaluations: If an employee is not satisfied that the supervisory evaluations accurately reflect either the fact or the totality of the events being described, the employee shall have the right to supplement the personnel record with documentation designed to correct the perceived discrepancy.
- B. Information Confidentiality: All information in an employee's personnel file is considered confidential and may be released only with written consent of the employee. Any employee or official who discloses information of a confidential nature obtained from the employee's personnel file may be guilty of illegal conduct or conduct in conflict with the parent agency and/or facility regulations. This restriction does not include a review of the material by personnel so authorized in writing by the Director or the Chief Probation Officer. Such authorizations for review are usually limited to administrative office employees, supervisory staff, and Probation Department officials whose duties require an understanding of the background and qualifications of the employee.
- C. Review and Challenge by Staff: Staff are encouraged to review the contents of their personnel files periodically to ensure that the information is accurate and complete.

i. Review

- a. Reviews should be conducted under visual observation of an employee of the administrative office.**
- b. The review may reveal the need for updating the information.**

ii. Challenges: Incorrect or misleading material may be challenged by the employee.

- a. Preparation of a written statement describing the information to be challenged and the reason why the information is believed to be incorrect.**
- b. Presentation to the employee's immediate supervisor of the dated information. The supervisor will examine the evidence and prepare a written recommendation for action to the Director.**
- c. Review by the Director of controversial material and information presented by the employee and the supervisor. The Director shall render a written decision to the employee within 30 days of receipt of the initial date of presentation to the supervisor. The Director may decide:**
 - 1. To allow the information to remain in the file.**
 - 2. To allow portions of the information to remain in the file.**

3. To remove the information and all references to it.

D. **Appeal of Decision:** If dissatisfied with the decision as rendered, the employee may submit the material and all relevant information to the Chief Probation Officer for review. The appointing officer shall respond in writing within 30 days of receipt of the appeal. The appointing officer may:

- i. Allow the Director's decision to stand.
- ii. Modify the decision.
- iii. Reverse the decision of the Director and remove or modify the controversial information as requested by the employee.

E. **Retaining Records:** After employees leave the facility, their files shall be retained for at least five (5) years. After the five-year period, the complete file should be destroyed and replaced by an individual file card on each employee indicating period of employment, reason for separation, and performance during employment.