

**CLARENCE FIRE DISTRICT NO. 1**  
**PROCEDURE FOR FIREFIGHTER REQUESTS TO VIEW THEIR PERSONNEL FILE**

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 file.

III. GUIDELINES:

The following guidelines are hereby established:

1. 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 request form.)
2. 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.
3. 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 three 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.
4. 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.
5. The firefighter shall sign an acknowledgement that he/she (or agent) has reviewed the file and received any requested copies.

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

V. This policy is adopted effective December 12, 2005.

By order of the Board of Fire Commissioners  
Clarence Fire District No. 1

Attachment

Policy Number 05-12-27

F:/District Secretary/Policies/Firefighter requests to view their personnel file

Board of Fire Commissioners  
Clarence Fire District No. 1  
10355 Main St.  
P.O. Box 340  
Clarence, NY 14031

Gentlemen,

Please contact me to schedule an appointment to review my personnel file.

Sincerely,

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Signature

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Date

**Clarence Fire District No. 1  
Firefighter Log  
For Review of Personnel File**

Name: \_\_\_\_\_

<u>Request Date</u>	<u>View Date</u>	<u>Listing of Copies</u>	<u>View Only (check here)</u>	<u>Signature</u>
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