

Personnel Records-Requests, Review, and/or Release

Effective Date:	8/7/24
Revised Date:	8/7/24
Issuing Authority: Chief Probation Officer	

223.1 PURPOSE:

To establish guidelines regarding requesting, viewing, and/or releasing Department personnel information.

223.2 GUIDELINES:

- A. The San Bernardino County Department of Human Resources (HR) personnel records are separately maintained from Probation Department personnel records. HR personnel records are confidential and access to those records shall be limited to the Director of Human Resources, the appointing authority, the Board of Supervisors, or their authorized representative.

223.3 RESPONSIBILITIES:

- I. General Release and/or Review of Personnel Information/Records:
 - A. Release and/or review of any personnel information/records shall be in accordance with all Federal, State, County, and Department laws, rules, regulations, policies, procedures, etc.
 - B. All staff who receive a request for personnel information shall refer the request to the Professional Standards Division via the Custodian of Records email (Probation.CustodianofRecords@prob.sbcounty.gov).
 - C. Individual staff shall not release any personnel information without proper authorization.
 - D. A review of any personnel records shall be conducted under the general supervision of the Professional Standards Division.
- II. Staff Request to Review Probation Department Personnel File:
 - A. Staff requesting to review their Probation Department personnel file shall email the Custodian of Records twenty-four (24) hours in advance of desired appointment time.
 - B. Staff requesting an authorized representative view their Department personnel file shall email the Custodian of Records twenty-four (24) hours in advance of

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desired appointment time and sign an authorization for release of information, which shall be presented at the time of request.

III. Outside Entity Request for Personnel Records:

- A. All requests for personnel information shall be routed through the Professional Standards Division via the Custodian of Records (Probation.CustodianofRecords@prob.sbcounty.gov).
- B. When a potential employer or representative requests the review of Department personnel records, employees must sign an authorization for the release of information, which shall be presented at the time of request.

IV. Custodian of Records:

- A. Upon receipt of a request to view and/or release any personnel information/ records, shall designate the request to the appropriate department and/or area (Payroll, Human Resources, Professional Standards, etc.).