

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION 3: PROFESSIONAL STANDARDS**

#### **SUBJECT: 304 EMPLOYEE RECORDS**

**EFFECTIVE: 01/01/2015**

#### **1. Personnel / Medical Records Release Of Information**

Official personnel files are maintained in the Office of the Chief of Police, and are considered confidential. Such files may include medical or health information. Absent a court order, subpoena or express written consent of the employee or former employee, information in the personnel files will be released only under the following circumstances:

##### **A. INTERNAL**

Internal release of information means access by the personnel File custodian, the Chief of Police, the Mayor or designee of any of the forgoing who shall be a City employee. Information from personnel files may be released internally only to persons who have justifiable reason for access. For instance, if any employee applies for a promotion or transfer, information relevant to his or her background and performance may be accessed. Internal release also includes release to the Pineville City Attorney's office including any special Counsel to the City upon written request to the department.

##### **B. EXTERNAL**

External release of information means disclosure to a third party, i.e., any person or entity not regularly employed or employed under a contract by the City of Pineville Police Department. When a request for information is received from a third party (for example for verification of employment), The Chief of Police or his designee may release only employment status, including: (1) dates of employment, (2) job title (s) or category. No other information from the record should be released without written consent of the employee or former employee unless required by law.

**By order of**

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**Darrell Basco**  
**Chief of Police**