

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	82.3 Review of Personnel Files			
Effective Date:	3/1/1981	Revision Date:	10/20/2004	
Action:	O-266		Number of pages:	1

I. PURPOSE

To establish Departmental procedure for members of the Kenosha Police Department who wish to review their personnel files.

II. PROCEDURE

Any member of this Department wishing to review their personnel file should make their intention known to the Clerical Supervisor in the Chief of Police Office. An appointment date and time will be set during which the employee may be permitted to view the contents of his/her personnel file.

In accordance with the Contract Article XXIII, the administration reserves the right to withdraw from an employee's view those materials specified in the contract.

All officers are being informed that only substantiated cases of misconduct which result in a disciplinary finding that range from oral reprimand up to, and including suspension, are filed in an officer's personnel file. All allegations of wrongdoing or misconduct of members of this Department which are determined by the Chief of Police to be unsubstantiated or unfounded are not filed in an officer's personnel file. Unsubstantiated or unfounded cases are filed in the office of the Internal Affairs Unit. Internal Affairs Unit files are closed files and not for individual review.