

## ARTICLE 32

### PERSONNEL FILES

**Section 32.1** The Chief of Police shall maintain official personnel files for all police officers in accordance with Gary Police Department Civil Service Commission Rules and Regulations.

**Section 32.2** All personnel files shall be maintained in a locked cabinet under the supervision of the Chief of Police or his designee.

**Section 32.3** No persons other than the members of the Gary Police Department Civil Service Commission, the Chief of Police, or his designee, shall read, view, or copy an employee's personnel file except as provided by state statute. However, this application shall not be applicable to instances involving a disciplinary matter with respect to a police officer.

**Section 32.4** Upon making a request to the Chief of Police, an employee may review their personnel file at the earliest possible convenient time and shall be permitted to make copies of all materials in their personnel file. The Chief of Police or his/her designee may supervise and/or assist the employee during this procedure.

**Section 32.5** Employees shall be provided a copy of all additions to their personnel files relating to alleged misconduct or discipline at the time such additions are made.

**Section 32.6** It shall be the responsibility of each employee to provide to the Chief of Police copies of school diplomas, certificates of in-service training, or other pertinent information pertaining to each employee's individual personnel file.