

V. PROCEDURES:

- A. Upon prior arrangement and proper identification, all Department of Corrections employees shall be permitted to review their personnel file to see that it is current and to check for omissions or inaccuracies.

File reviews will take place only at the Department of Corrections Headquarters Office, Bureau of Human Resources in the presence of authorized personnel.

- B. If a discrepancy is found, the employee will bring it to the attention of the Human Resources Administrator, who will conduct a review and adjust the file as appropriate. Any conflicts or uncertainties will be brought to the attention of the employee's Director/Warden and/or the Commissioner.

REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition Standards

Standards for Adult Correctional Institutions

Fourth Edition Standards

4-4067- 68

Standards for Adult Community Residential Services

Fourth Edition Standards

4-ACRS-7E-11 - 7E-12

Standards for Adult Probation and Parole Field Services

Third Edition Standards

3-3066 - 67

Other

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