



## Virginia Beach Department of Emergency Medical Services



### GENERAL DEPARTMENT ADMINISTRATION

### RECORDS MANAGEMENT POLICY

**PURPOSE:** To establish an official Department records management system and provide a procedure governing the access, dissemination and purging of personnel records in accordance with the Virginia Privacy Protection Act and the Virginia Freedom of Information Act.

**DEFINITION:** The official Department member records management system will contain all training and employment documents relevant to all Department of EMS personnel.

**APPLICABILITY:** This policy shall apply to all present and former members with the Department of Emergency Medical Services.

### OFFICIAL FILES

Personnel and Training files will be maintained at the Department of Emergency Medical Services Headquarters. These files will be considered official and complete in matters related to training, selection, employee relations and corrective action matters. Documentation to be maintained includes, but is not limited to personnel actions, commendations, counselling letters, technician reviews, course completion certificates, certifications and related credentials.

In addition to the department file, career employees shall have a personnel file maintained by the City of Virginia Beach Department of Human Resources. This file will be maintained in accordance with City policies.

Member medical records maintained by the department will be maintained in a separate file from personnel records.

### RECORDS MANAGEMENT

The Deputy Chief of Administration or his designees shall be responsible for maintaining all paper and electronic personnel and training records. Designated staff will assist with filing under the oversight of the Human Resources Officer.

In order to ensure accuracy of records, audits of certifications and mandated documents will be made by the department bi-annually. Random reviews will also be conducted by supervising officers as part of their routine duties.

Expired certifications may be purged as new ones arrive. Documents related to corrective action may only be purged as outlined in the Department of EMS Disciplinary Policy.

## **STORAGE**

Hard copy personnel, training and medical records will be maintained in lockable cabinets in an area not open to the general public. Files shall be secured and monitored to prevent unauthorized access. All records will be protected from water, fire or weather damage to the greatest extent possible.

Archived records shall be maintained by the City of Virginia Beach Records Management Office.

## **ACCESS TO RECORDS**

The access, dissemination and purging of all documents regarding personnel and training matters will be in accordance with the Virginia Privacy Protection Act, as amended and City Administrative Directive 2.10 (Records Management Guidelines). The following individuals will have regular access to all official records:

- City Manager or his designees; EMS Chief or his designees and other officers assigned to an investigation thereof in the course of specific assignments;
- Federal, Commonwealth, or local law enforcement agency representatives during the investigation of a violation of law;
- Federal, State or local agency representatives when there is a law, which specifically grants them, access to such records.
- Federal, State or local court order.

Staff members and supervisors may only review records in the course of official business.

A member may review all his or her official records only while in the presence of an administrative staff member. At no time will original records be taken from the Headquarters offices excluding records to be taken by the EMS Chief for his personal review.

## RELEASE OF INFORMATION

There will be no dissemination of any personal or EMS information of an EMS member except after the current provisions of the Virginia Freedom of Information Act (FOIA) and the Virginia Privacy Protection Act have been satisfied in writing. FOIA releases shall be coordinated via the City Attorney's FOIA Office.

There will be no dissemination of personal or department information regarding a member to any individual or organization not having regular access, except to verify the individual is or was a member of the Department of Emergency Medical Services, unless the current provisions of the Virginia Privacy Protection Act have been satisfied in writing.

There shall be no fee charged for the duplication of information contained within an official department personnel record when requested for official City use.

### ORDERED:



1/11/2017

EMS Chief

Date