

POLICY MANUAL

SECTION	Personnel	NUMBER	2.1.5
TITLE	Personnel Records		
POLICY SUMMARY			
It is the policy of the Organization to maintain employment records for every Team Member and allow Team Members to review those records.			
PROCEDURE			
1)	To become connected to the Organization, Team Members shall provide personal information, such as their address and telephone number. This information is contained in their personnel file.		
2)	The Organization's personnel records shall be maintained in accordance with Section 6.2.15 Record Retention and Destruction.		
3)	Team Members are expected to keep their personnel file up to date by informing the Organization of any changes. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.		
4)	Team Members shall submit licensure information, ancillary certifications, continuing education credits, and other training information to the Chain of Command.		
5)	Upon written request, Team Members may inspect their own personnel file. Inspections will be held on the Organizations premises in the presence of member of the Organization's senior leadership. Contact the Organization to arrange a time and date to view these records. a) If a Team Member feels there is a correction needed to their personnel records, they should submit the correction request in writing to the Organization for consideration.		
6)	Personnel files shall be kept private, except for necessary access for specific, job-related reasons. Unauthorized access of personnel records shall be grounds for discipline, up to and including termination.		
7)	Outside requests for records should be directed to the Chain of Command and legal counsel. At the request of the Department of Health, OEMS, The Organization shall share the following information from the personnel files of Team Members: a) The name and home address of the Team Member; b) A copy of the Team Member's valid driver's license;		

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- c) A copy of the Team Member's photo ID (a valid photo driver's license may be utilized);
- d) A copy of the Team Member's PAT Technician, MAV Technician or EMT-Basic certification card, as applicable; and
- e) A copy of the Team Member's CPR certification card.

- 8) Team Members shall provide fully truthful and accurate information to the Organization at all times. Providing false, incomplete, or altered records or information, including credentials, shall be grounds for discipline up to and including termination.

NEVER EVENTS	Accessing personnel records without a valid reason. Failure to maintain personnel records. Providing false personnel information, including credentials
COMPLIANCE REFERENCES	N.J.A.C. 8:40-3.8

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3.8.8 Criminal Complaints, Domestic Violence, & Restraining Orders

Members shall contact the office of the Director/Chief of EMS in writing immediately upon receiving notification of a criminal complaint or domestic violence restraining order being issued against them.

3.9 OFF-DUTY ACTION

3.9.1 Report Required

Whenever ANY MEMBER of this department is involved with any type of police action while off duty, that member will submit a PD-11 to the Chief of EMS and the Administration Office where it will be evaluated and then forwarded to the Director of EMS for review and filing. The member will submit the PD-11 no later than 24 hours of time of occurrence.

3.9.2 Police Action - Definition

Incidents stemming from off duty activity where a member of this Department is the subject of any police action resulting in his/her being arrested, being involved in a motor vehicle accident resulting in a summons being issued to him/her, being the defendant in a criminal court action, involvement in any domestic violence or restraining orders, disputes or other incidents resulting in an official police report being taken.

3.9.3 Arrest of Department Member

Notwithstanding the reporting requirements cited in paragraph 3.9.1 above, any member of this Department who:

1. Is arrested for any reason, shall immediately notify the Chief of EMS. The Chief of EMS will then notify the Director of EMS.

3.10 MAINTENANCE OF RECORDS

3.10.1 "8:40-3.8 Personnel files"

1. The UC EMS Personnel Files policy will be adopted from the NJ Administrative Code Title 8 Department of Health and Senior Services Chapter 40 Mobility Assistance Vehicle and Basic Life Support Ambulance Service's Subchapter 3.8. As stated below:

2. **"8:40-3.8 Personnel files"**

"(a) A provider shall maintain a personnel file for each crewmember. Each file shall contain, at a minimum:

1. The name and home address of the crewmember;
2. A copy of the crewmember's valid driver's license;

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3. A copy of the crewmember's photo I.D. (a valid photo driver's license may be utilized);
4. A copy of the crewmember's NJ EMT-Basic certification card, as applicable; and
5. A copy of the crewmember's CPR certification card;

(b) All personnel files shall be maintained at the provider's principal place of business shall be maintained in a readily accessible manner and shall be made available to department staff upon written request.

(c) A provider shall not knowingly verify a record or document that is falsified, fraudulent or untrue. The knowing verification of such false records or documents shall be sufficient cause for refusal to issue or renew a license and/or revocation of any existing provider and/or vehicle licenses."

3. "8:40-3.9 Maintenance of records"

(a) "The provider shall maintain full, complete and accurate records as required by this chapter. Records shall not be falsified, altered or destroyed. Records may be stored in a computer format, provided that adequate safeguards are in place to prevent unauthorized access and tampering, and adequate provisions for back-up data are in place."

(b) "The provider shall keep a copy of each required record, including patient care reports, at its principal place of business. The records shall be made available to Department of Health staff upon demand."

(c) "The provider shall retain and safely store all patient medical records, including patient care reports, for at least 10 years. However, in those instances where a patient is less than 18 years of age at the time of treatment, the patient medical records shall be retained and stored until the patient's 23rd birthday or for 10 years, whichever is greater. The provider shall retain and safely store all other required records for at least five years. In the event the provider ceases operation for any reason, the provider shall arrange for the safe storage of required records at a place, and in a manner, that will ensure their safety, integrity, legibility, and accessibility."