

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Records of medical, emotional stability, and psychological tests		CHAPTER/SECTION NO.: 22.18	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 32.2.9			

22.18 Policy

- 22.18.1 A record of the results of medical, emotional stability, and psychological fitness examinations of un-selected **AND** selected candidates shall be maintained in the Sheriff's Office by the Administrative Assistant.
- A. All results of medical, emotional stability and psychological fitness examinations of both unselected **AND** selected candidates will be maintained by the Administrative Assistant until thirty (30) years after the selection process has been completed and/or, in the case of selected employees, thirty (30) years after the selected employee has left the employment of the Weber County Sheriff's Office, per GRAMA requirements.
 - B. All records of this type will be maintained in a secured file, with access limited to those persons who are legally entitled to the information and are to be disposed of in a manner that prevents disclosure of the information.