

**COUNTY OF SAN DIEGO  
ADMINISTRATIVE MANUAL**

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SUBJECT: CIVIL SERVICE COMMISSION PUBLIC RECORDS

ITEM  
NUMBER **0080-04-03**

DATE: AUGUST 29, 2011

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Purpose

To provide guidelines as to the type of Commission records which are available to the public and those that are confidential.

Background

As a general rule, most Commission records are public and are open to public inspection. It is necessary to provide guidelines on this subject since Commission records are frequently requested by individuals outside of the Commission office.

Policy

1. Who has unlimited access to Commission records?

All Commissioners and Commission staff and its legal advisor have unlimited access to all records except closed session records which are available only to Commission staff necessary to the Commission's consideration or action on the matter. County Counsel attorneys normally have access to all Commission records on any given subject for which they are providing counsel, if the assigned Commissioner or Executive Officer concurs with that access.

2. Which records are public documents and available for public inspection?

Commission agendas; minutes; approved reports on hearings; reports on matters not discussed in closed session after they have been distributed to a majority of the members of the Commission; reports on investigations discussed in Closed Session and after Commission acceptance in open session; most correspondence to and from the Commission; Commission source materials such as Civil Service Rules, Compensation Ordinance, Board of Supervisors Policies, Administrative Code, etc.

3. What types of documents are not public records?

Attorney-Client privileged documents, County Counsel opinions, unless released by the Commission or its Executive Officer; investigative reports (*see note below*); hard copy and recorded data which are part of an investigation; draft reports on hearings as discussed above; medical reports, including psychiatric and psychological reports; any and all files of peace officers unless the peace officer has requested their matter to be public and other records when the Commission or its Executive Officer determines that the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.

**NOTE:** *Investigative reports are not made available to the public as discussed above. However, where it is deemed to be in the best interest of the merit system in reaching an equitable solution to the problem being investigated, the investigating Commissioner may discuss such information as is necessary, with those individuals who may have information or expertise not otherwise available.*

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**Approved:**



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Walter F. Ekard  
Chief Administrative Officer

**Responsible Department(s):**

Civil Service Commission (Approved 8/3/2011)

**Concurring Department(s):**

Department of Human Resources