
S.O.P. #: PERSONNEL-33

SUBJECT: RECORD EXPUNGEMENT

DIVISION: CAREER PERSONNEL

Section 1: Record Expungement

- A. Review of Departmental personnel file (optional) –Members can email the Fire HR Division (FireHRLiaison@baltimorecountymd.gov) to request an appointment to review their personnel file. The member can make a copy or take notes on the file’s contents.
- B. Members can request an expungement at the timeframes described in the MOU.
- C. Members may not request expungements if the member is under active investigation.
- D. Refer to the MOU for guidance on specific documents/infractions that may be expunged.
- E. To request an expungement, the member shall send a form 58 via departmental e-mail, through the chain of command, that includes the following information:
 - 1. Date of document or incident
 - 2. Category of infraction
 - 3. Specific form number(s)/type of document(s). If the request is to include all associated documents, this must be included
 - 4. Brief summary of infraction/document.
- F. The Fire Chief, or their designee, will review the expungement request and make every effort to provide a disposition to the Fire HR Division within 14 days of receiving the request.
- G. Should a disposition be outside of the 14-day window, the member shall be notified and provided an update on their expungement request.
- H. Fire HR Division will ensure the personnel record is reflective of the expungement request disposition and will notify the member electronically via county email of the request disposition. Any denial will include the reasoning.