

Requests for References

937.1 PURPOSE AND SCOPE

This section sets forth policy regulating responses to reference requests.

937.2 APPLICABILITY

This policy applies to all Departmental employees.

937.3 POLICY

The Probation Department does not provide personal or character references on behalf of present or former employees. The department will verify dates of employment, job classification and rate of pay. All requests for verification of employment concerning a present or former employee shall be referred to Probation Human Resources for response. Any request for information other than merely a confirmation of employment must be accompanied by a written authorization from the employee to release the information.

An employee may supply a personal reference for a present or former employee, as long as the employee does not reference the department in any way including the use of their work title and position; that there is a clear statement that opinions expressed are personal, are not necessarily those of the Department, and the reference is not prepared using Departmental time, resources or letterhead.