



KERN COUNTY PROBATION DEPARTMENT

Policies and Procedures

TITLE: Release of Employee Information		Article: 1308	
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: March 2012	REVIEWED: July 2018	REVISED: March 2012	UPDATED: March 2012

I. Personnel Inquiries

Inquiries from creditors, etc., seeking employment verification about current or former Probation Department employees shall be referred to the County of Kern Personnel Department. Inquiries from prospective employers shall be referred to Administrative Services and must be accompanied by a signed "Authorization to Release Information" form. For peace officer positions this form must also be notarized. Information within the scope of the "Authorization to Release Information" may and should be furnished. The information provided must be supported by documentation contained within the personnel file. Without a signed "Authorization to Release Information", only confirmation that the individual was employed, and dates of service may be given. If any doubt or suspicion should develop regarding the requesting party or the information requested effort should be made to contact the employee involved for clarification before information is disclosed.

II. Documentation of Inquiries

All inquiries, whether telephonic, written or in-person must be documented as follows:

- A. A copy or brief narrative of the inquiry, a response to the inquiry, and a signed and notarized (if appropriate) "Release of Information" from the subject, must be placed in the individual's personnel file.
- B. The date of inquiry, the name and address of agency represented as well as the name of the individual making the inquiry and copies of person's credentials must be documented and kept within the employee's personnel file.