



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Home Telephone Numbers		Article: 1309	
APPROVED: TR Merickel, Chief Probation Officer			
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POLICY

All employees have the right to decide to whom their personal telephone number may be released. If someone telephones Custody Intake and requests an employee's phone number, the release of that number will be based on the information provided at the time of employment by the requested employee.

Procedure

There are four separate categories that staff may check to determine the accessibility of their telephone numbers.

1. **General Release.** A check in this category will allow the release of an employee's telephone number to any individual who calls Custody Intake and requests it.
2. **No Release.** A check in this category will prohibit the release of an employee's telephone number to any individual, except to appropriate probation staff for business purposes.
3. **Probation Staff Only.** A check in this category will allow the release of an employee's telephone number to any probation staff who requests it.
4. **Call Back.** A check in this category indicates that any inquiry by an individual for the home telephone number of a designated staff member would require Custody Intake to contact the staff and give that staff the telephone number of the party calling.

It should be noted that staff will continue to be contacted in regard to business matters after normal working hours and on holidays and weekends.

Cards will be completed upon employment. It will be the responsibility of each individual to keep the card current and any change of information on the card should be reported promptly to the Probation Division Director of Administrative Services. All sworn staff must have a telephone number for contact.