

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Release of Information Regarding Past, Present or Potential Employees
Inter-Bureau Procedure #01-02-87

Authority: Raymond B. Wingerd, Chief Probation Officer

Requests for Information from the Probation Department

No Probation Department employee other than the Professional Standards Unit shall release employee information (including, but not limited to work performance). All requests for employee information will be forwarded to the Supervisor of the Professional Standards Unit. Current employees who want information released to a prospective employer must sign an authorization for release of information. Such authorization should be notarized and presented at the time of such request. A request for information made by another San Bernardino County agency will be referred to the Department Human Resource Officer. (Also see Administrative Services Bureau Procedure #98-05-32).

Request for information by the Probation Department

The Professional Standards Unit will make inquiries regarding previous employment for candidates being considered for employment with the Probation Department. The Human Resources Officer will inquire to other San Bernardino County agencies. (Also see Administrative Services Bureau Procedure #98-05-32)

Public Requests for Information

Specific employment information, restricted to an employee's dates of employment, classification and salary, is considered "public record" and the disclosure thereof does not violate the right of privacy. This information is to be released only by the Department Payroll Clerk. (Also see Administrative Services Bureau Procedure #98-05-25)

Releasing information that is not appropriately authorized could constitute an invasion of privacy. Violation of this procedure may result in appropriate corrective action.

Issued by: _____
P. Joseph Lenz, Deputy Chief Probation Officer

Date: February 14, 2001

Revised:

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