

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Letters of Reference/Employment Verification/Status Requests

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To establish guidelines regarding requests for letters of reference, employment verification and/or status, etc.

Responsibilities:

I. All Staff:

- A. Shall refer all requests for letters of reference, employment verification/status, work performance history etc., for a County/Department employee/former employee/volunteer/former volunteer to the Professional Standards Division for appropriate disposition.
- B. If staff are preparing a personal letter of reference for a County/Department employee/former employee/volunteer/former volunteer wherein they are familiar with and/or have any knowledge of employment status/work performance history etc.:
 - a. Staff shall not reference work ethics, work behavior, and/or any information related to work status, work behavior and/or work performance in any business capacity with the County and/or Department.
 - b. Staff shall not use County and/or Department letterheads, email, etc.
 - c. Staff shall not reference in any manner their or the requesters position/classification/occupation/work duties and/or performance etc., with the County and/or Department.

Guidelines:

- A. In general, the Department does not provide letters of reference.
- B. Employment status, work performance history, etc., may be addressed by Professional Standards, Payroll, and/or Human Resources within the applicability of the law.

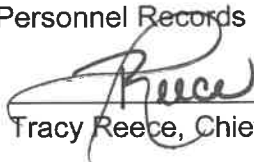
Inspections:

Refer to the Policy and Procedure Inspection Matrix.

References:

County Policy 07-06: Employees- Inspection of Personnel Records
Employee Disciplinary Records
Release of Information from Personnel Records

Issued by:



Tracy Reece, Chief Probation Officer

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