

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Inter-Bureau Procedure #98-05-32 – Release of Information from Personnel Records

Authority: Raymond B. Wingerd, Chief Probation Officer

Narrative:

Personnel records maintained within Human Resources are confidential and access to personnel records of the employee shall be limited to the Director of Human Resources, the appointing authority, the Board of Supervisors, or their authorized representative.

Employees currently employed by the County of San Bernardino and/or their representatives designated by the employees in writing, will be allowed to review the employee's personnel records in Human Resources during regular business hours.

Access to the Probation Department's personnel files, located in the Personnel Division, can be accessed by request in writing or phone 24 hours in advance of the need to the Probation Department's Personnel Officer or his/her designee.

The release of information or documents from the County personnel file or the Departmental file could constitute an invasion of privacy unless appropriately authorized.

An employee who wants to release information from his/her departmental personnel file, must sign an authorization for release of information before access to the personnel file can be gained. With an employee signed release of information form and a request for a personnel file review appointment from the Probation Department's Personnel Officer, access to the personnel file can be gained only under direct supervision of the Personnel Officer or his/her designee.

Letters of reference and other matters exempted by the law shall be excluded from the right of inspection by the employee.

Issued By: P. JOSEPH LENZ, Deputy Chief Probation Officer
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Revised:
Policy Reference: 3, 10 and 12