

<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 4.35</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: <b>RELEASING EMPLOYEE INFORMATION</b></p>	<p>Amends:</p>		<p>Rescinds:</p>
<p>Index as:</p> <p>Employee Information, Release Of General Policies and Procedures Releasing Employee Information</p>	<p>State Certification Standards:</p>		
<p>Special Instructions:</p>			

**PURPOSE**

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding releasing employee information.

**STATEMENT OF POLICY**

It shall be the policy of the Rabun County Sheriff's Office that employee information will only be released in accordance with applicable statute law.

**DISCUSSION**

The purpose of this General Order is to detail the policy and procedures to be followed for the dissemination of former of current employee information to prospective employers for the purpose of an employment reference, or to credit, leasing, finance or other such agencies for employment verification, including date of hire and hourly rate. It is the policy of Rabun County Sheriff's Office to provide to potential employers and other agencies truthful and complete statements of documented fact that are an accurate representation of an employee's current or past work performance, date of hire, and hourly pay rate. This policy is not designed to preclude an employee from giving a

personal reference on any other current or former employee. However, before any employee provides a personal reference he/she will verify that the request is valid by obtaining authorization from the requesting employee.

## DEFINITIONS

O.C.G.A. — The Official Code of Georgia Annotated

### I. GENERAL PROCEDURES

- A. The Internal Affairs Officer, the Human Resource Manager or any designee(s) the Sheriff wishes to designate are the only individuals authorized to disseminate any current or past employment information on any current or former employee to any outside agency who requests an employment reference.
- B. Any statements disseminated shall be based on written documentation in the employee's personnel file. At no time will any opinions or judgment statements of an employee's character be given. Only information that relates directly to the performance of the employee's job will be granted, to include dates of employment and hourly rate information.
- C. Requests for an employment reference will only be considered if received in writing on company or department letterhead.
- D. The person releasing the information will confirm the legitimacy of the request before giving out any information.
- E. This written request for information will be placed in the employee's personnel file.
- F. Before any information is released, the requesting agency or employee will provide:
  1. Release of personal records form, signed by the employee, indicating their authorization to have personal records released. This form will become a part of the employee's personnel file; and
  2. Date of birth and social security number for the employee to verify identity.
- G. All information given will be released in writing. This written document will:
  1. Indicate "Confidential" and to whom the information is being given;
  2. Indicate that the information is released only to the requester and not to any other parties; and
  3. Include the signature of the person releasing the information and date of release.
- H. Only information that is directly job-related will be given. Information that does not comply with the American's with Disabilities Act will not be released. This includes information regarding:
  1. Leave requests for medical or psychological treatments;
  2. Employment attendance record in relation to illness, accident or disability;

3. Previous use of workers' compensation, medical insurance, or sick leave;
  4. Treatment for drug or alcohol addiction;
  5. Disability pension from the Veterans Administration;
  6. Injuries from sports, motor vehicle, or previous employment; and/or
  7. Current medical status to include, AIDS, asthma, pregnancy, etc.
- I. All information released shall be carefully reviewed to ensure that it is complete and factual.
  - J. Information released will be delivered directly to the requester or mailed in a sealed envelope marked "confidential." At no time will information be faxed. Written requests for information will be accepted by fax.
  - K. A copy of all information released will be placed in the employee's personnel file. If the requester provides a form to be filled out, a copy of the completed form will be placed in the personnel file.
  - L. At no time will an opinion be given as to whether a former or current employee should or should not be hired elsewhere.
  - M. At no time will any additional or follow-up information be given verbally.
  - N. **If requester is representing a law enforcement agency:** In addition to the above guidelines, after initial request and signed release by the employee are received:

The Human Resource Manager may allow a representative of the law enforcement agency requesting the information, direct access to the general personnel file of the employee. The following rules shall be followed:

1. The reviewer of the file will sign and date the file access log;
2. The person providing the file will initial the file access log;
3. Internal Affairs Officers may allow a law enforcement agency representative to review Internal Affairs files on an employee. If the requester is not from a law enforcement agency, they are required to request, in writing, information under the Georgia Open Records Act (O.C.G.A. 50-18-70) to have access to an Internal Affairs file. This will be in accordance with the Records Management General Order. The following information will not be released:
  - a. Records that reveal the home address or telephone number, social security number, or insurance or medical information of any employee; or
  - b. Records that identify immediate family members or dependents of any employee.

## II. RELEASE OF EMPLOYEE INFORMATION BY DEPARTMENTAL STAFF

- A. No individual of the Rabun County Sheriff's Office shall release personal information on any employee to include the home telephone number or address without the permission of a supervisor.

- B. This is not to include the release of such information to a department such as the Rabun County Probate Court or the Rabun County District Attorney's Office.



By Order of the Sheriff: **Chad K. Nichols**  
Sheriff, Rabun County