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## Reference Checks Policy

### **742.1 PURPOSE AND SCOPE**

This policy outlines the Yolo County Probation Department's obligations and the discretion of Supervisors and Management when responding to an outside agency request for reference checks. In addition, the policy provides guidance to peers of the employee subject to reference checks.

### **742.2 REQUESTS FOR VERIFICATION OF EMPLOYMENT**

Reference checks or inquiries are generally in the form of a written questionnaire to be completed by the recipient, and are used in determining an employee's suitability for employment by an outside agency.

Requests for standard verification of employment related to the employee's position title, salary and dates of employment should be forwarded to the Departmental Human Resources Coordinator. Should the reference check requestor want additional information other than standard employment verification, the Departmental Human Resources Coordinator shall refer the requestor to the Yolo County Human Resources Department.

### **742.3 REFERENCE CHECK PROCEDURES APPLICABLE TO ALL SUPERVISORS AND MANAGERS**

Supervisors and Managers who receive a request for a reference check shall refer the requestor to the Departmental Human Resources Coordinator. Supervisors and Managers will not provide any information to the reference check requestor regarding the employee's performance.

### **742.4 REFERENCE CHECK PROCEDURES APPLICABLE TO AN EMPLOYEE'S PEERS**

Peers who receive a request for a reference check shall refer the matter to their Supervisor for a Departmental response. Peers shall not respond to a reference check in any official capacity as an employee of the Yolo County Probation Department.

### **742.5 REQUESTS FOR REVIEW OF THE PERSONNEL FILES**

All requests by an outside agency to review all or part of an employee's personnel file must be forwarded to the Departmental Human Resources Coordinator for response.

### **742.6 DOCUMENT RETENTION AND REFERENCES**

Copies of the release forms or the replies will not be included in the employee's personnel file.