



IDYLLWILD FIRE

POLICY TITLE: Employee References

POLICY NUMBER: 2035

2035.1 All requests for references or employment information must be directed to the Duty Chief. No other manager, supervisor, or employee is authorized to release references for current or former employees.

2035.2 By policy, IFPD discloses only the dates of employment and the title of the last position held of former employees. If a district employee authorizes the disclosure of information in writing, IFPD also will inform prospective employers or financial entities of the amount of salary or wage you last earned.

2035.3 No other employee may provide information about a current or former employee without prior written authorization of the Duty Chief. Violation of this policy may result in disciplinary action up to and including termination.

2035.4 In the event that the Fire Chief is not available/able to perform the tasks required within this policy, the Acting, Interim or Duty Chief is authorized to release references for current or former employees.

Original Approval Date: 10/8/2013

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5/24/2022

Board Revised Date:


Clerk of the Board