

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS		
General Order: 11.03	Effective: 02/01/2015	Number of Pages: 1
SEPARATION FROM SERVICE: EMPLOYMENT REFERENCES		

The purpose of this General Order is to outline the procedure to request employment references.

A. Procedure

1. Any person requesting information pertaining to an applicant or former/current member will be referred to the Police Personnel Bureau (Personnel Bureau). A Personnel Bureau staff member will make contact with that person to verify the validity of the request.
2. Upon determination that the request is valid, the Personnel Bureau will provide the requester with an "Authorization for Release of Personal Information" form (for outside agencies to obtain Prince William County Personnel information). The requester must have the form signed and notarized. The form will then be returned to the Personnel Bureau.
3. A review of the Personnel Bureau file, by a staff member, will be made to determine its contents prior to the release of such information. Under no circumstances will information be provided that is contrary to law.
4. The requester will be allowed to review the file if the release form is properly signed and notarized; and the requester provides legitimate credentials.
5. A copy of the Authorization for Release form will be placed into the file and documentation made that the file was reviewed.

B. Information outside the Personnel Bureau

When a request is made for information that is not available within the Personnel Bureau (ex-Academy, Internal Affairs, Payroll) the requester will be referred to the appropriate Department authority. The requester will provide a copy of the signed release to the unit supervisor, who will determine the records which can be provided. A copy of the release form will be kept in the file with documentation that the file was reviewed.

C. Questionable Release

The County Attorney's Office should be consulted prior to the release of any information if the release appears to be questionable.