

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 6.25</b>
		Issue Date: March 21, 2005
		Revision Date: June 15, 2021
<b>CHAPTER:</b> Human Resources		Related Policy: APM, Chapter 3, Section 5, Issue 3
<b>SUBJECT: Confidentiality of Employment Records</b>		Related Laws: Public Records Act (ORS 192.500), ORS 181A.640

**POLICY:** The confidentiality of all personnel files will be maintained in accordance with all applicable laws, policies, and agreements.

**RULE:** None

**PROCEDURE:**

I. Inquiries Regarding Employment Information

- A. Inquiries regarding employees' employment information will be forwarded to the Lane County Human Resources reception desk.
- B. Requests for any additional information from Law Enforcement agencies will be forwarded to the Sheriff's Human Resources Coordinator. Personnel information obtained during an internal investigation shall not be released without authority from the Sheriff or when required by law.

II. Employee Access

- A. Employees and/or ex-employees may personally review their personnel files upon request.
- B. The LCSO HR section should be contacted and appointments made at reasonable times that do not disrupt normal operations.
- C. Employees may obtain copies of any and all portions of their own personnel file at the normal established fee.
- D. Employees and/or ex-employees may, after having obtained the copies, provide these copies to prospective employers.
- E. Personnel information will be released to prospective employers only if an authorization form signed by the employee/ex-employee is presented. If the prospective employer is another law enforcement agency then personnel records will be released when required by law.

III. Personal Telephone Numbers

- A. The personal telephone number or address of Sheriff's Office personnel will not be released to the general public without the permission of the involved employee.
- B. In urgent situations, the employee may be contacted, informed of the inquiry, and then the employee can decide whether a call back is made.
- C. This provision does not apply to specific requests for information by other Police Agencies or the District Attorney's Office.