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## GENERAL MANAGEMENT

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### REFERENCE CHECKS

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Purpose: The purpose of this policy is to establish procedures for responding to employment reference checks for *current and former members*.

Policy Statement: For purposes of consistency and accuracy, it is the policy of this Department that all employment **reference requests regarding current and previous Department members be answered by the Professional Standards Unit**. Only documented personnel record information will be released. Evaluative or opinion references will not be made.

Summary of Changes: New format.

Procedure:

- 1.1 Members should forward all job reference requests for current or former members to the Professional Standards Unit.
- 1.2 Members of the North Little Rock Police Department will not give letters of recommendations or give job reference information concerning past or current members on behalf of the North Little Rock Police Department.
  - 1.2.1 Members may reply to personal reference requests, but may not make any reference to the member or former member's work performance as a member of the Department.
- 1.3 The Professional Standards Unit will advise persons requesting a reference that it is not the practice of the North Little Rock Police Department to issue written or oral evaluative references.
- 1.4 Responses to reference requests will only be made when accompanied by a signed and notarized release statement from the member or former member.
- 1.5 Generally, a response to such requests will be limited to the following:
  - 1.5.1 Verification of dates of employment;
  - 1.5.2 Reason for separation;
  - 1.5.3 Access to review personnel records.
- 1.6 Exceptions may be allowed for out of area law enforcement agencies; however, no evaluative response or opinion will be given to the prospective employer.

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Mike Davis  
Chief of Police