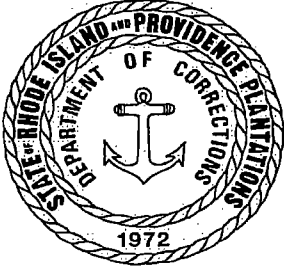
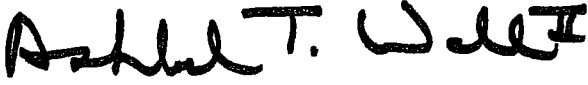


# RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	<b>POLICY NUMBER:</b> 3.31 DOC	<b>EFFECTIVE DATE:</b> 11/15/10	<b>PAGE 1 OF 2</b>
	<b>SUPERCEDES:</b> N/A	<b>DIRECTOR:</b> <span style="float: right;">Please use BLUE ink.</span>  	
<b>SECTION: PERSONNEL</b>		<b>SUBJECT: EMPLOYMENT REFERENCES</b>	
<b>AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director</b>			
<b>REFERENCES: 3.13-1 DOC, Personnel Records; § 28-6.4-1 Inspection of Personnel Files; §38-2-1, Access to public records; RIDOC policies 1.07-4 DOC, Public Access to Departmental Records - Inmate Information; 3.13-1 DOC, Personnel Records</b>			
<b>INMATE / PUBLIC ACCESS?</b>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<b>AVAILABLE IN SPANISH?</b>		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

I. **PURPOSE:**

To centralize all requests for employment references and/or release of employment information by current and former employees within the Rhode Island Department of Corrections (RIDOC).

I. **POLICY:**

A. **Privacy**

All non-public RIDOC personal employee information is considered confidential and every reasonable precaution to assure confidentiality is preserved, unless disclosure of such information is required by law or RIDOC's Office of Human Resources has received a signed Employment Reference Release form from a current/former employee (Attachment 1).

B. Requests

All requests for employment references or requests for release of employment information by current and former employees shall be made to the RIDOC Office of Human Resources.

II. PROCEDURES:

- A. In response to a request for information regarding a current/former RIDOC employee, the Office of Human Resources will only provide or verify *an employee's name, dates of employment, job title and description of the jobs performed and salary or wage rates*. No other data or information regarding any current or former RIDOC employee or his/her employment with RIDOC will be provided unless the employee authorizes RIDOC to do so by signing an Employee Reference Release (Attachment 1).
- B. Present or former employees who wish to have the Office of Human Resources release data or information regarding their employment with RIDOC must sign an Employment Reference Release. Once this release is signed it will remain in effect for any and all employment reference requests from said employee. The signed Employment Reference Release (Attachment 1) will be kept on file in RIDOC's Office of Human Resources.
- C. Once a signed Employment Reference Release form is received by the Office of Human Resources, the request for information will be forwarded to the appropriate manager. The affected manager will complete the request for information and then return it to the Office of Human Resources for distribution.
- D. Any employee who receives a request for a reference should refer that request to the Office of Human Resources. No RIDOC employee may issue a reference letter or questionnaire without permission from the Office of Human Resources.

State of Rhode Island and Providence Plantations  
Department of Corrections  
Office of Human Resources  
39 Howard Avenue  
Cranston, RI 02920

**Employment Reference Release**

I, \_\_\_\_\_, acknowledge that I have been informed that it is the Rhode Island Department of Corrections' ("RIDOC's") general policy to disclose in response to a prospective employer's request only the following information about current or former employees: (1) the dates of employment, (2) job titles and descriptions of the jobs performed, and (3) salary or wage rates.

By signing this release, I am voluntarily requesting that RIDOC depart from this general policy in responding to reference requests from any prospective employer that may be considering me for employment. I authorize RIDOC to disclose to such prospective employers any employment-related information that RIDOC, in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations, or assessments that RIDOC may have about my performance or behavior as an employee.

In exchange for RIDOC's agreement to depart from its general policy and to disclose additional employment-related information pursuant to my request, I agree to release and discharge RIDOC and RIDOC's successors, employees, officers, and directors from all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to RIDOC's disclosure of employment-related information to prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

I acknowledge that I have carefully read and fully understand the provisions of this release. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choice before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

This release sets forth the entire agreement between RIDOC and me, and I acknowledge that I have not relied upon any representation or statement, written or oral, not set forth in this document. This release remains in effect unless revoked in writing by me.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Subscribed and sworn to before me in \_\_\_\_\_, \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission expires: