



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## **PURPOSE**

The purpose of this procedure is to maintain and protect employee personal information.

## **POLICY**

Personal information concerning all members of the Russellville Fire Department shall be kept confidential.

All RFD personnel shall be responsible for protecting the privacy of co-workers by following this policy.

### **Personal Telephone Numbers**

Personal telephone numbers shall not be given out to anyone except Fire Department personnel.

If someone requests an employee's or former employee's personal telephone number, do not give out the information, but offer to deliver a message. Obtain from the caller, their name, telephone number and brief message (if they are willing to do so). If possible, forward the message to the employee via home phone, cell phone, shift/station personnel/mailbox or email.

### **Job Reference/Confirmation of Employment**

Requests for Job References or Confirmation of Employment shall be referred to the Fire Chief. No such request shall be filed over the telephone.

### **Medical/Physical Condition**

No information regarding the medical or physical condition of an employee or former employee shall be divulged to anyone. If an employee is absent from duty on sick leave or injury leave simply say the employee is not on duty, and take a message (as stated above) except to Fire Department personnel.

Approved

Fire Chief

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