



EM32

PROFESSIONAL REFERENCES

EM32

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POLICY

- Professional references for a current or former Delta Police Department (Department) employee or volunteer may only be provided in accordance with Procedures, pursuant to this Policy, provided by the Chief Constable.

REASON FOR POLICY

- To seek to ensure professional references are provided appropriately.

RELATED POLICIES

- DC12 – Service Records of Discipline
- EM10 – Employee Records
- EC51 – Correspondence

DEFINITIONS

- For the purposes of this Policy, the following definition will apply:

Reference: information provided as requested by a potential employer, organization, or other person regarding a current or former Department

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Professional References

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employee or volunteer in relation to the nature of that employee's or volunteer's position with the Department and any associated knowledge, skills, abilities, performance, attendance, and working relationships with other employees.

PROCEDURES

Authorized Position Holders

4. References for a current or former Department employee or volunteer may only be provided by the following position holders:
 - a) the Chief Constable, Deputy Chief Constable, Superintendent i/c Administration Bureau, or Inspector i/c Human Resources;
 - b) a current or immediate past supervisor in the employee's or volunteer's chain of command; and
 - c) any other employee with the approval of the Chief Constable or delegate.

Verbal References

5. Authorized position holders providing a verbal reference shall make written notes, detailing the questions asked and their responses.

Written References

6. Written references for a current or former Department employee or volunteer may only be provided:
 - a) with written consent from the employee or volunteer, dated and specifying who the reference may be provided to;
 - b) on Department letterhead; and
 - c) directly to the potential employer, organization or other person from which it is requested.



Information Provided

7. Any authorized position holder providing a reference must:
 - a) seek to ensure they only provide fact based information;
 - b) not knowingly provide false or misleading information;
 - c) only provide information in the possession of the Department or known through public records; and
 - d) ensure it is complete, meaning that both favourable and unfavourable known information is disclosed.

8. Employees providing a reference for a current or former member must advise that the member may have a 'Service Record of Discipline,' which may only be disclosed in accordance with the *Police Act*, and further information may be requested through the Inspector i/c Professional Standards Section.

9. The Superintendent i/c Administration Bureau or delegate may provide information regarding a former or current employee or volunteer in accordance with the written consent, and if no written consent is received, they may only confirm the employee's or volunteer's past or present employment or volunteering with the Department and ranks or positions held.

Documentation

10. An authorized position holder providing a reference shall submit a copy of the written consent, written reference, and/or verbal reference notes to the Inspector i/c Human Resources, who shall add it to the record of the employee or volunteer for whom the reference is requested.

*Revised Dates:
N/A