



Colorado Springs Police Department

General Order

GO 1833 Employee References

Section 1800 – Personnel Functions

Effective Date: 11/29/2023

Supersedes Date: 10/11/2021

.01 Purpose

The purpose of this directive is to describe the policy for employees and supervisors providing employee references.

.02 Cross Reference

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.03 Discussion

Other than general employment data or information subject to release under the Colorado Open Records Act (CORA), CSPD employee information is private and confidential.

.04 Policy

External release of employment information shall be limited to dates of employment, classification history, and salary information, unless authorized in a release executed by the employee. Requests for additional information should be directed to the Colorado Springs Police Department (CSPD) Human Resources (HR) Section and will be handled in accordance with applicable policies, procedures, and laws.

.05 Definitions

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.10 Authorization to Release Information

When CSPD HR is asked to release information to external file reviewers (e.g., other law enforcement agencies or potential employers) the only acceptable authorization to release information by an employee is the CSPD Release of Information Agreement. For other external requests, contact CSPD HR to ensure the appropriate release is submitted. Copies of the release

form will be provided to other applicable sections at CSPD prior to the release of information (e.g., Internal Affairs, Training Academy, etc.)

.20 Internal Requests for Personnel File Review

Only persons with a need-to-know interest, or person in interest (employee themselves) may review employee personnel files. A person with a need-to-know interest would be a supervisor or potential supervisor of the unit that an employee works for or has applied to. Other persons with a need-to-know interest could include command-level staff and above, the city attorney's office, or by order of the court. Arrangement for this type of review can be made by contacting CSPD HR.

.30 External Requests for Personnel File Review

Background investigators or outside employers requesting information on a current or former employee should be directed to CSPD HR. CSPD HR will obtain the appropriate release from the subject employee and will communicate with the outside employer or background investigator about information specific to the personnel file. CSPD HR will coordinate with Internal Affairs as necessary. CSPD HR will contact the supervisor and provide guidance on what information can be released about the employee from the supervisor if requested.

Employees and supervisors should not provide any information about an employee without contacting CSPD HR first.

.40 Letters of Recommendation and Personal References

Employees are not allowed to provide a letter of recommendation for any employee without approval through the chain of command in consultation with CSPD HR.

Employees can be a personal reference if they are representing themselves as a citizen of this community; however, employees are not allowed to speak on behalf of the department on a reference request for a person outside of the police department (e.g., friend, neighbor, or acquaintance, etc.) or use their position or title with CSPD to endorse a person outside the police department for any reason without approval from their commander. This includes using CSPD or city letterhead.

All questions about references should be directed to CSPD HR at [REDACTED].