

<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 05	<b>SECTION</b> 001	<b>SUBJECT</b> 140
<b>SECTION</b> Personnel		<b>DESCRIPTION</b> Letters of Reference	
<b>WRITTEN BY</b> Richard I. Berman, CMHA, Ph.D.	<b>REVISED BY</b> Amy Morrison, BS, HR Manager		<b>AUTHORIZED BY</b> Brooke Sankiewicz, LMSW, CADC, CEO

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) responds to requests by prospective employers regarding current and former employees.

**PROCEDURES:**

- A. Requests made by prospective employers regarding current and former employees will be forwarded to the Human Resources (HR) Manager or Chief Executive Officer (CEO). No other staff members or supervisors are permitted to provide references.
- B. The HR Manager or CEO confirms dates of employment and job title.

LR

**Supersedes:** #04/89015 dated 04/19/1989