



# ***Hillsborough County Fire Rescue***

## **POLICIES AND PROCEDURES MANUALS RULES & REGULATIONS**



SECTION: Administrative Policies  
SUB-SECTION: Administration - General  
POLICY TITLE: Member Personal Information  
POLICY NUMBER: 100.13

EFFECTIVE DATE: 1 March 2010

REVISION DATE:

REVIEW DATE:

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AUTHORIZATION: William L. Nesmith William L. Nesmith, Fire Chief

1. Members shall not release information regarding the employment status of any Fire Rescue employee/volunteer to anyone.
  - a. All inquiries about a member's employment/volunteer status with Hillsborough County Fire Rescue shall be placed in writing and forwarded to the Personnel Division at Headquarters.
2. Application verification calls for part time employment or financial loans shall also be forwarded to the Personnel Division at Headquarters.
  - a. Members shall not give fire station addresses and telephone numbers as their place of employment.
    - i. Headquarters address and phone number shall be used.
3. Absolutely no personal data shall be given to civilians or members of the media by any member except at the direction of the Chief of Personnel or the Fire Chief.
  - a. Any after-hours inquiries, the inquiring individual shall be directed to the on-duty Shift Commander.

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