



Dothan Fire Department POLICY	
Policy Name:	Confidentiality
Policy Number:	15
Standard:	TBD
Implementation Date:	August 1, 2015
Date of Last Revision:	May 21, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

I. PURPOSE

To establish a procedure that ensures the confidentiality and ultimate fairness of the promotional/interview process for all members within the Dothan Fire Department.

II. POLICY

1. All members will keep any and all details pertinent to any part of a promotional exam confidential until permission is received to share information by the Personnel Department and/or Fire Chief (or his designee). This includes the written exam and all phases of the assessment process, including development.
2. All members shall keep all details of a promotional interview confidential until permission is received from the Fire Chief’s office allowing members to discuss process. Personnel are free to discuss the interview process once a memorandum is distributed identifying promotional selections.
3. Any member who has any questions regarding the sensitivity of a promotional process and the level of confidentiality may contact the Fire Chief’s office for clarification.

III. RESERVATION OF AUTHORITY

The Fire Chief reserves the authority to amend, modify, or change this policy.

IV. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved on this 21st day of, May 2021.

(Signature On File)

Larry H. Williams, Jr.
Fire Chief
DOTHAN FIRE DEPARTMENT