



EMPLOYEE PERSONAL/ EMERGENCY INFORMATION

FC No.: 307

Date: 11-24-14

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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I. Policy

Employee personal information is maintained *by* the county's Office of Human Resources and the Police Personnel Division. Emergency *contact* information is maintained in *the departments automated scheduling software program*. Emergency *contact* information is available on a 24 hour a day basis *and* will ONLY be provided on a need-to-know basis in emergency situations.

II. Employee Responsibility

Whenever there is any change in personal information (e.g., name, home address, phone number, etc.) *or emergency contact information*, employees will:

1. *Update the information in the Departments scheduling software program and notify* their supervisor on the next work day after the change becomes effective.
2. *Complete a* Montgomery County Government Personal Data Form (refer to section VI) *or update their personal information on the County Oracle System through the Employee Self Service portal.*

NOTE: Receipt of paychecks may be delayed if this *information* is not submitted for address changes.

III. Supervisor Responsibility

A. Transfers

The supervisor will ensure that every new employee to the shift/unit *updates their personal and emergency contact information and that the information is current in the departments scheduling software program.*

B. Annual Review

Each July, the supervisor will have all employees verify that their current *personal information and emergency contact information in the departments scheduling software program* is accurate. If a change is necessary, *the supervisor will ensure that* the employee *updates the information in:*

1. *The Department's scheduling software program and;*

2. *A Montgomery County Government Personal Data Form or the Employee Self Service Portal of the County Oracle System*

C. Individual Personal Changes

When an employee has a change in personal information *and/or emergency contact information*, the supervisor will ensure the required *information (refer to section II) is recorded in:*

1. *The Department's scheduling software program and;*
2. *A Montgomery County Government Personal Data Form or the Employee Self Service Portal of the County Oracle System*

IV. **District/Unit Commander Responsibility**

A. Annual Review

District/unit commanders will ensure all personnel under their command review their *personal and emergency contact information* for accuracy each July (refer to section III.B above).

B. Individual Personal Changes

District/unit commanders will ensure all changes in personal *information and emergency contact information* occurring during the year are *recorded in:*

1. *The Departments scheduling software program and;*
2. *A Montgomery County Government Personal Data Form or the Employee Self Service Portal of the County Oracle System.*

C. Employee Transfers

When an employee is transferred to a new assignment, the district/unit commander will ensure a copy of the transfer memorandum is sent to the Police Personnel Division.

V. **Communications Division Responsibility**

The Communications Division will maintain *access to* the current emergency *contact* information and provide this information to properly identified police personnel when requested in the event of an emergency.

VI. **Completion of the Montgomery County Government Personal Data Form**

Employees completing the Montgomery County Government Personal Data Form must:

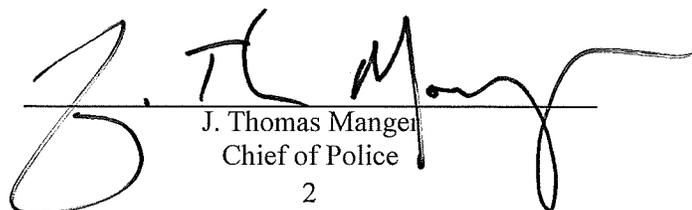
1. Legibly *print* or type the form
2. Sign *and date* the form
3. *Forward the completed form to the Office of Human Resources*

VII. **CALEA Standards: Chapter 81**

VIII. **Proponent Units: Communications Division and Personnel Division**

IX. **Cancellation**

This directive cancels Function Code 307, effective date 03-21-03.



J. Thomas Manger
Chief of Police

