



# EMPLOYEE PERSONAL/ EMERGENCY INFORMATION

FC No.: 307

Date: 10-07-2021

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 Department's scheduling software program, *the county Employee Self Service Portal (E.S.S.)*, and notify their supervisor on the next workday after the change becomes effective.
2. *Employees who voluntarily elect to be contacted for available Overtime Call Back opportunities will include a preferred contact method in the 1<sup>st</sup> contact field of the scheduling software program. If the employee wants to include an additional contact method, it can be included in the 2<sup>nd</sup> contact field. Contact field #3, which would only be used to notify department employees of a county-wide emergency through the scheduling software, should contain the employee's county email address.*

*Employees who prefer not to be contacted for Overtime Call Back opportunities should not include a preferred contact method in the 1<sup>st</sup> or 2<sup>nd</sup> contact fields or they can request Telestaff Management remove them from the list.*

3. *For name changes only, employees must contact county OHR, via email [Records.OHR@montgomerycountymd.gov](mailto:Records.OHR@montgomerycountymd.gov). OHR will supply the employee with the needed form and instructions regarding the required documents necessary for the name change. OHR will notify the department's Personnel Division of any employee name changes.*

NOTE: Receipt of paychecks *and other reimbursements* may be delayed if this information is not *updated*.

### III. Supervisor Responsibility

#### A. Transfers

The supervisor will ensure that every new employee *assigned under their supervision* updates their personal and emergency contact information and that the information is current in the departments scheduling software program.

#### B. Quarterly Review

Each *quarter*, the supervisor will have *their* employees *review and* verify that their current personal information and emergency contact information in the department's scheduling software program and *the county Employee Self Service Portal (E.S.S.)* is accurate. If a change is necessary, the supervisor will ensure that the employee updates the information. ~~in~~

### IV. District/Division Commander/Director Responsibility

#### A. Annual Inspection

*Annually*, District/Division commanders/directors will *conduct an inspection to* ensure all personnel under their command *have reviewed* their personal and emergency contact information for-accuracy. *The purpose of this specific annual inspection is to ensure operational readiness in the event a situation requires employee notification or initiation of call/back procedures. Results of this inspection will be included in the District/Division commander/director annual line inspections formal report sent to the respective Assistant Chief.*

#### B. Employee Transfers

When an employee is transferred to a new/*temporary* assignment, the district/division commander/director will ensure a copy of the transfer memorandum is sent to the *transfer distribution list via #Pol.TransferMemo@montgomerycountymd.gov*.

### V. Communications Division Responsibility

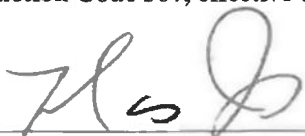
The Communications Division *has* access to *contact fields #1 and #2 of the department's scheduling software program* and *will* provide this information to properly identified police personnel when requested in the event of an emergency.

### VI. CALEA Standards: Chapter 81

### VII. Proponent Units: Communications Division and Personnel Division

### VIII. Cancellation

This directive cancels Function Code 307, effective date 11-24-14.

  
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Marcus Jones  
Chief of Police