



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



256.01

ADDRESS AND TELEPHONE CHANGES

12-12-12

PURPOSE

The purpose of this order is to establish procedures for emergency notification, maintenance, and release of employee residence address and telephone information.

POLICY

It shall be the policy of the Sacramento Police Department to ensure accuracy and confidentiality of employees' home telephone numbers and residence addresses.

PROCEDURE

A. EMPLOYEE RESPONSIBILITY

1. Employees shall maintain current residence addresses and telephone numbers on file in accordance with current Civil Service Board rules.
2. Employees shall complete an Employee Information Notification Card (SPD 552) upon employment with the Department.
 - a. Employees shall complete a new SPD 552 and City of Sacramento Change of Address/Phone form as soon as practical when an address or telephone number change is made.
 - b. The original SPD 552 and the City of Sacramento Change of Address/Phone form shall be forwarded to the Personnel Services Division (PSD). Prior to forwarding the original SPD 552 to the PSD, employees shall make a copy for their Division files and the Communications Division.
 - c. Employees shall annually review their card for currency and initial as appropriate.
3. The PSD shall be the central source for employee address and telephone information and shall disseminate all current information to the respective divisions on a regular basis.
4. Employees shall indicate a telephone number and address where they reside. Employees shall not indicate an answering service, such as a parent's residence and/or telephone number where the employee does not actually reside. A mailing address shall be noted if it is different from the home address.
5. If an employees moves while on military leave, sick leave, vacation, or injured on duty leave they shall complete an SPD 552 upon return to work.
6. Employees who need another employee's contact information during regular business hours, Monday through Friday 0800 -1700 hours, shall contact the employee's division for the information.

B. RELEASE OF INFORMATION

1. Confidential personal information shall not be released to anyone who is not a Police Department employee. Every attempt shall be made to protect the confidentiality of employees' personal contact information.
2. When an employee requests another employee's home telephone number over the telephone, the person giving out the information shall verify beyond any doubt the requestor is authorized to have the information.
 - a. [REDACTED]
 - b. If the person releasing the information is satisfied the requestor is authorized to have the information, it may be released. However, if not satisfied, the information shall not be released.
 - c. If the requestor is not authorized to receive the information, the requestor's phone number may be forwarded to the employee the requestor desires to contact.
3. The Communications Division shall not be used as an answering service for personal calls. If it is necessary for employees to give a business telephone number for doctor's appointments, messages, etc., they shall list the number for their respective assignment and not the number of the Communications Division.



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C. EMPLOYEE LOCATION ROSTER

1. Personnel Services Division, shall be responsible for the completion and distribution of the Department Employee Location Roster. Updated rosters shall be distributed February and August of each year.
2. The Employee Location Roster shall contain the following information:
 - a. Alphabetical listing of all employees
 - b. Home address, city, zip code
 - c. Home phone number
 - d. Work extension
 - e. Badge or ID number
 - f. Organization assignment.
3. The employee location roster is a confidential document and shall only be distributed to the Division Representatives and above. The roster shall not be distributed without the authorization of the Captain assigned to the Office of the Chief.