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NUMBER **DOC 810.020** 

TITLE

# **POLICY**

#### **EMPLOYEE CONTACT INFORMATION**

#### **REVIEW/REVISION HISTORY:**

Effective: 5/15/86 DOC 815.020

Revised: 12/1/87

Revised: 3/25/04 DOC 810.020

Revised: 4/26/07 Revised: 5/13/08 Reviewed: 4/1/11 Revised: 6/4/12 Revised: 8/7/19

### SUMMARY OF REVISION/REVIEW:

Policy Statement I, Directive I.A., I.D., III.A., and III.A.1. & 2. - Adjusted language for clarification

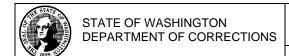
Removed Policy Statement III. that employees should access ESS to update information and made it a requirement in Policy Statement I

Directive I.B. - Added language for clarification

I.C., and III. - Removed unnecessary language

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Signature on file		
	7/17/19	
STEPHEN SINCLAIR, Secretary Department of Corrections	Date Signed	



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#### **REFERENCES:**

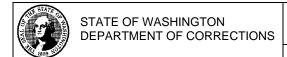
DOC 100.100 is hereby incorporated into this policy

#### **POLICY:**

- I. Employees will use the Personal Information tab in Employee Self Service (ESS) to maintain and keep the following information current:
  - A. Physical address,
  - B. Mailing address, if applicable,
  - C. Contact telephone number(s),
  - D. Email address(es), and
  - E. Emergency contact information.
- II. The Department will maintain contact information and will access it only when contact is necessary to support the mission of the Department or when contact will benefit the employee(s).

## **DIRECTIVE:**

- I. General Requirements
  - A. All employees must maintain contact information regardless of appointment status, location of employment, or assignment of duties.
  - B. Employees will provide contact information to their local Human Resources Office at the time of their initial appointment using DOC 21-357 Emergency Notification Information Card.
    - Based on operational need, Appointing Authorities may also require employees to provide contact information to additional authorized employees (e.g., Roster Manager, supervisor).
  - C. Employees may provide a home, cellular, and/or message telephone number. The number provided must allow the Department the most immediate contact.
  - D. Employees will immediately report any changes to their address or contact telephone number(s) to Human Resources and update the information in ESS.
- II. Communication with Law Enforcement
  - A. The Department will make available to local city and/or county law enforcement the home/contact telephone number(s) of the following employees:



**POLICY** 

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## EMPLOYEE CONTACT INFORMATION

- 1. Superintendents,
- 2. Community Corrections Supervisors,
- 3. Community Corrections Officers,
- 4. Specialists in the field, and
- 5. Other Department employees as determined by the Secretary/designee.

## III. Off-Duty Contact

A. Primary reasons for contacting off-duty employees include:

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- 1. Disturbances or actions by individuals under the Department's jurisdiction,
- 2. Critical staffing shortages jeopardizing office or facility program coverage,
- 3. Actual or potential security breaches,
- 4. Contact of employees or their families on matters that are of direct benefit to them,
- 5. Community safety issues, and/or
- 6. Other unexpected/unpredictable problems that may arise.

#### **DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

#### **ATTACHMENTS:**

None

#### **DOC FORMS:**

DOC 21-357 Emergency Notification Information Card