

La Plata Police Department – General Order

	Title: Change in Vital Information		Order #: 405	
	Effective Date: July 15, 2017 Original Issue:		Review Date:	
	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amends	<input type="checkbox"/> Rescinds	
Approved by: Chief Carl Schinner			CALEA 5 th Edition	
CALEA Standard:				Pages: 2

1. **NAME/ADDRESS/TELEPHONE NUMBER:** Whenever a Department employee changes his or her name, address or telephone number, or person to be notified in case of emergency, the employee will forward this information on inter-office correspondence (email, Admin Report) to the Office of the Chief of Police, via the chain of command. Notification must occur within twenty-four (24) hours of the change. Both the old information and the new information should be included in the inter-office correspondence. Police Personnel will ensure that appropriate notifications are made to the Town office.

2. **MARITAL STATUS OR OTHER CHANGES:** Changes in marital status must be reported in writing to the Office of the Chief of Police within thirty (30) days. Additionally, it is the employee's responsibility to report any change which might impact the employee's health insurance coverage or other benefits (marital status, birth of a child, etc.) to the Assistant Town Manager within thirty (30) days of such change.

3. **MILITARY STATUS:** An employee must report any change in military status within twenty-four (24) hours to his/her immediate supervisor. The report will contain the employee's full name and present military status, together with any information received from the Department of Defense/concerned branch of the military service. The employee's immediate supervisor will forward same to the Office of the Chief of Police.

4. **ALTERNATE PHONE NUMBER - SWORN PERSONNEL:** Any sworn member of the Department who does not have a telephone at his/her private residence must provide Communications and the Office of the Chief of Police with a telephone number where he/she can be reached within thirty (30) minutes. This "will call" number will be maintained in Communications in the same manner as a regular residence telephone number. Should the "will call" number change, the sworn member must notify Communications and the Office of the Chief of Police within twenty-four (24) hours of the change.

5. **SEPARATION FROM TOWN EMPLOYMENT:** Upon an employee's ending employment with the department, timekeepers and/or supervisors will forward all

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personnel-related documentation being maintained to the Police Personnel Section for proper disposition.