

- I. Policy
- II. Responsibility

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It is the policy of this Division to maintain accurate and up-to-date personal information for each employee. This information *will* only be released on a need to know basis and/or in emergency situations.

- III. Responsibility

- A. All Employees

1. Will complete an Employee Emergency Information Card (EEIC) during Division Orientation and submit it to their immediate supervisor within two (2) days.
2. Will, within twenty-four (24) hours, submit a completed EEIC to their immediate supervisor whenever there is any change in their personal information, i.e., name, home address, telephone number, etc.
3. Will, during the month of *January* of each year, submit a revised EEIC to their immediate supervisor for the purpose of updating Division records.

- B. All Supervisors

Will collect all EEICs from their subordinates, ensure that they are properly completed, and forward them to the Communications Supervisor without delay in order to maintain up-to-date information.

- C. Communications Supervisor

1. Will maintain an up-to-date EEIC file for use in emergency/exigent circumstances.
2. Will release EEIC information to requesting police employees on a need to know basis only. Once the EEIC file has been established, the Communications Supervisor shall be responsible for making appropriate amendments to the file upon receipt of updated EEIC's.

**Approved Park Police Document
Signed Original on File**

End of Directive