


HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
Issue Date February 2021	Review Date February 2022	Directive Number 6.1.1
Accreditation Index:		Rescinds: Directive 6.1.1 of November 2019
Section: Six – General Procedures		Chapter: One – Organization and Management
Chief of Police: <i>John F. Viola</i>		

SUBJECT: CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

I. PURPOSE

The purpose of this Directive is to ensure the Haverford Township Police Department is provided with the current address and telephone numbers of all Department employees in the event it is necessary to contact personnel by telephone or mail.

II. POLICY

In the course of conducting business it sometimes becomes necessary for Department personnel to contact employees at their place of residence. The very nature of police services makes it necessary for the Department to have the ability to recall all necessary personnel in an emergency. Therefore it is of utmost importance that all employee address and telephone information be kept current.

III. PROCEDURES

A. EMPLOYEE RESPONSIBILITIES

1. It shall be the responsibility of all personnel of the Department to notify their Division Commander, within forty-eight (48) hours, of any change in their address of residence or telephone number(s). Notification shall be made in an e-mail.
2. This e-mail shall include the following information:
 - a) Name of the Employee
 - b) New Address
 - c) New Telephone Number

- d) New Emergency Number (if applicable)
- 3. The e-mail shall be sent to the following persons:
 - a) The officer's Division Commander; *and*
 - b) The Administrative Assistant to the Chief of Police; *and*
 - c) The officer's immediate supervisor(s).

B. DIVISION COMMANDER RESPONSIBILITIES

- 1. The Division Commander shall ensure that the e-mail has been received by the Administrative Assistant to the Chief of Police as soon as possible. The Division Commander may record this information for their records.

C. ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

- 1. The Administrative Assistant to the Chief of Police shall be responsible for recording this information into the computerized departmental records system. The Administrative Assistant shall also make all necessary notifications to other Township personnel with a need for this information. The Administrative Assistant shall then file a copy of the submitted e-mail into the Department personnel records of the employee.

D. CONFIDENTIALITY

- 1. The officer's Division Commander, the Deputy Chief of Police, or the Chief of Police may authorize designated personnel to release this contact information for a specific purpose.
 - a) At no time shall the address or telephone number of any member of this Department be given out by any other members of this department unless the individual officer authorizes it.

BY ORDER OF THE CHIEF OF POLICE