

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b> <b>EMPLOYEE DATA AND EMERGENCY SERVICE TELEPHONE LISTINGS</b>	<b>Policy Number</b> <b>GI-3</b> <b>Effective Date</b> <b>12-16-21</b>
<b>Related Information</b> GD-1, <i>General Office Procedures</i>	<b>Supersedes</b> GI-3 (08-10-07)	

## PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for maintaining information readily available to Communications Division personnel to enable contact with Office personnel, external agencies, and emergency services.

## POLICY

It is the policy of the Office to obtain and maintain personal information regarding employees including, but not limited to, legal name, home addresses, mailing address, telephone numbers, e-mail addresses, emergency contact information, duty hours, and division assignment.

## DEFINITIONS

**Automatic Data Processing (ADP):** The Maricopa County payroll system used to record hours worked and attendance data, and to generate payroll information.

**Primary Human Resources Data (PHReD):** Computer software used to maintain personal information regarding compensated employees, such as home address, telephone numbers, emergency contact information, and division assignment.

**PHReD Lite:** Computer software used by Office components to retrieve and enter information into PHReD.

## PROCEDURES

1. **Release of Employee Personal Data:** Employee personal data shall be considered strictly confidential and released only to compensated members of the Office and reserve deputies when they are on duty or acting in an official capacity.
2. **Request of Confidential Information:** Office personnel requesting confidential information shall be required to provide their serial number or employee identification number, and/or date of birth to prove identification, unless the caller is personally known to the individual receiving the call.
  - A. When the caller is not known, Communications Division personnel shall verify validity of the request by comparing the personal information contained in PHReD Lite with information provided by the caller.
  - B. If the call is urgent, or the caller is a member of another criminal justice agency, the switchboard operator may dial the employee's home telephone number for the caller.

3. **Maintenance of Records in PHReD:** The Human Resource Services Division shall be responsible for maintaining employee data in PHReD.
  - A. When a new employee is hired, the Human Resource Services Division shall be responsible for entering all necessary personal information into PHReD. When an employee separates from the service of the Office for any reason or changes classification, the Human Resource Services Division shall update the employee record contained in PHReD.
  - B. Employees shall provide the Office with personal information such as legal name, home address, mailing address, telephone numbers, and emergency contact information.
    1. Employees shall notify their supervisor within 72 hours of any change by completing a *Personnel Data Change Form* located on the Office's shared drive. The form shall be submitted by the employee to their supervisor.
    2. The employee's supervisor shall ensure the information is updated by designated division personnel using PHReD Lite. The supervisor shall make a copy of the form and place the copy in the employee's division file.
    3. The original form shall be forwarded through the employee's chain of command to the Human Resource Services Division who shall verify the update in PHReD and place the form in the employee's personnel file.
  - C. PHReD also contains information regarding the division assignment of all Office personnel. The division assignment shall be updated by the Human Resource Services Division upon notification by the division command staff.
4. **Identity of Supervisors and Command Personnel:** Information regarding the identity of on duty supervisors, command personnel, and any on call personnel shall be made available to Communications Division personnel by Executive Command administrative staff and specialty division commanders on a weekly basis.
5. **On-Call Rosters and Call-Out Procedures:** Up-to-date, on-call rosters, and call-out procedures shall be developed by the respective bureau, division, section, or unit commander, and provided to the Communications Division on a weekly basis.
6. **Telephone Number Listing:** A listing of telephone numbers for emergency and social services, such as fire departments, tow trucks, ambulances, medical helicopters, hospitals, alarm companies, and other County departments shall be maintained in the Communications Division. Procedures for utilization of services external to the Office will be based on the immediate needs of the situation.
7. **County Maintained Personnel Records:** The County also maintains employee data electronically in ADP on all personnel employed by Maricopa County. The County has given employees the ability to update their personal information in ADP. This does not relieve the employee of their responsibility to notify the Office of any personal data changes, as specified in this Office Policy and in Office Policy GD-1, *General Office Procedures*.