

TELEPHONE NUMBER AND ADDRESS REQUIRED	Document Number	GO 103
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	Approval:	HSK

1. PURPOSE

This policy is to provide for current contact information regarding departmental employees in emergency situations or deployment.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department to establish and maintain a current list of contact information for all department members.

4. DEFINITIONS – Not Applicable

5. RESPONSIBILITIES

- 5.1. All department members shall provide a telephone number where they can be contacted in the event of emergency situations or deployment
- 5.2. All department members shall provide a current residence and mailing address to the Human Resources Section.
- 5.3. The Human Resources Section shall be responsible for maintaining the required contact information.

6. PROCEDURES

- 6.1. All telephone numbers and addresses of employees shall be recorded with the Human Resources Section, district or division commands, and Central Dispatch.
- 6.2. Any changes in required contact information shall be forwarded by the member to the Human Resources Section on the Change of Status form in accordance with General Order 102, Section 5.2.
- 6.3. Employees shall not release the telephone number or address of department personnel to the general public without the member's permission.