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DEPARTMENTAL
GENERAL
ORDER

B-14

Index as:

Emergency Information Records

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Evaluation Coordinator:
Personnel Division Commander

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EMERGENCY INFORMATION RECORDS

The purpose of this order is to set forth Departmental policy and procedures for maintaining and updating information records which will assist in making emergency notifications to family members of Departmental personnel. For the purpose of this order, sworn personnel include members, rangers, and police reserve officers.

I. GENERAL PROCEDURES

A. When to Complete

Sworn personnel and every employee shall complete an Emergency Information Record (TF-1001) as follows:

1. On the date of initial hire or transfer to the Department.
2. Within ten (10) days, whenever information previously reported becomes obsolete and requires updating.
3. At the time of his/her annual performance appraisal.

B. What to Complete

1. Sworn personnel and employees:
 - a. Shall complete Part 1 – Personal Information Section. MOR Section 328.91 requires every member (sworn personnel) and employee to have his/her current residence and mailing address (if different from the residence address) and a contact number on file with the Department.
 - b. Shall complete Part 3 – Next of Kin to be Notified in Emergency. Enter the appropriate information for at least one person to be notified in case of emergency.

- c. May complete Parts 2 & 4, as desired.
 - d. If information is unchanged since the last submission, check the "Unchanged" box.
- C. Unit commanders/managers shall forward one (1) completed copy of the Emergency Information Records to their respective bureau/division administration office and to the Personnel Administration Unit in sealed envelopes.

II. EMERGENCY INFORMATION RECORDS SECURITY

The Personnel Administration Unit and other administrative units charged with the security of Emergency Information Records shall ensure that all records are properly secured and accessible only to authorized Departmental personnel.

III. ADMINISTRATION PROCEDURES

- A. The bureau deputy chiefs and director shall ensure that all Emergency Information Records are properly filed and maintained in a manner making them accessible to authorized Departmental personnel only.
- B. When necessary, a commander of the affected bureau/division shall utilize the Emergency Information Record file to assist in making necessary death or injury notifications. If the member or employee has designated a Departmental representative to assist his/her family, that person shall be contacted and, whenever possible, assist with the original notification process.

IV. OPTIONAL PROCEDURES – OPOA MEMBERS

Members of the Oakland Police Officers Association (OPOA) may elect to voluntarily complete the confidential OPOA Emergency Notification and Personal Request Packet in addition to the Emergency Information Record. The packet is designed to assist the member and his/her family in the event of an emergency by documenting personal history information not recorded on the Departmental Emergency Information Record. Packets may be obtained from the OPOA Office. Completed packets should be returned to the OPOA for filing.

By order of

