

DAYTON POLICE DEPARTMENT  
GENERAL ORDER  
EMPLOYEE INFORMATION AND ASSIGNMENT



RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE

Rev. 9/19

**POLICY STATEMENT**

Computerized, on-line management information systems and reporting systems require that complete and accurate information concerning employees is maintained. Employees must use standardized means of reporting their name, departmental identifiers and assignment on all departmental records, reports and communications. Accurate recording of the employee's name, Police Department Agency (PDA) number and ASN number assures that the Management Information System and the KRONOS Timekeeping System can accurately generate daily rosters and personnel records. Prompt and accurate reporting of changes in an employee's name, marital status, address and telephone numbers are necessary to assure that the other departmental personnel can effectively contact the employee when required.

**I. STANDARDIZED REPORTING OF EMPLOYEE NAMES**

- A. Employees will use their full name when completing any departmental report, citation or document, and will consistently use the same name on every document. The use of only first and middle initials followed by last name is not acceptable. Most employees will use their full first name, middle initial and full last name. Those employees who choose to be known by their middle name may use their first initial, full middle name and full last name.
- B. All reports and documents EXCEPT CORRESPONDENCE BEING SENT OUTSIDE THE DEPARTMENT OF POLICE will include the originating employee's PDA number and ASN. Most forms include space for those identifiers. Special Reports and other reports should include the PDA and ASN below the signature line.
- C. Employees will sign their name legibly, including their PDA and ASN. If the signature is illegible, that employee will be required to print their name in addition to the signature.

**II. PROCEDURE FOR REPORTING CHANGE OF NAME**

- A. Employees who change their name will report the change during the first tour of duty after the effective date of the name change.
- B. The employee will report the new name information to their immediate supervisor and complete Form P-3-S-55a, Employee Information Form.
  - 1. Upon receipt of a change of name letter from the Social Security Administration, the supervisor will change the information in the Personnel Control System - Personnel Data section of the Management Information System (MIS).
  - 2. The supervisor will make a copy of the change of name letter and will print a copy of the amended Employee Information Screen. The employee will initial the printed copy to verify its accuracy.
  - 3. The Employee Information Form and a copy of the change of name letter will be routed to the Police Personnel Clerk, who will route the information to the Department of Human Resources.
- C. The original printed copy of the MIS screen will be filed in the employee's work unit personnel file.
- D. The employee will also need to complete a City of Dayton Information and Technology Serve Computer Account Access Authorization Request Form noting the new name so that e-mail and other authorizations will reflect the change.
- E. The employee will ensure that once their email address has been updated, they notify the PowerDMS administrator of the change.

**III. PROCEDURE FOR REPORTING CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

- A. Employees are required to report any change of address or telephone number during the first tour of duty after the effective date of the change. Employees must report their true home telephone number to the department, employees may report a cellular phone number if they have no land line telephone connection to their residence.
- B. The employee will report the new address and/or telephone number information to their immediate supervisor and complete Form P-3-S-55a, Employee Information Form. The supervisor will change the information in the Personnel Control System - Personnel Data section of the Management Information System (MIS) and print a copy of the amended Employee Information Screen. The employee will initial the printed copy to verify its accuracy. The Employee Information Form will be routed to the Police Personnel Clerk, who will route the information to the Department of Human Resources.
- C. The original printed copy of the MIS screen will be filed in the employee's work unit personnel file.

**IV. PROCEDURE FOR REPORTING CHANGE IN MARITAL STATUS**

- A. Employees are required to report changes in marital status during the first tour of duty after the effective date of the change.
- B. Changes in marital status are reported by Special Report to the Chief of Police, and must include the full name of a new spouse, name of the spouse's employer, hours of work and work telephone number if applicable. Employees reporting a divorce should include the name of the person whom they wish to have contacted in an emergency.

**V. SECURITY OF EMPLOYEE PERSONALLY IDENTIFIABLE INFORMATION**

- A. Reasonable steps have been implemented to restrict access to City Records containing Personally Identifiable Information so that it is limited to employees who have a legitimate need. (HR 2.21)
- B. All employees are responsible for safeguarding against the unauthorized release of Personally Identifiable Information. No employee shall knowingly use, disclose or access confidential personal information in a manner prohibited by policy or law.
- C. All requests to release an employee's Personally Identifiable Information must be authorized by the Director and Chief of Police or their designee.
- D. Disciplinary action is applicable to violations of this policy, irrespective of whether sensitive information was accessed or used without authorization. Disciplinary action may be determined, depending on the nature of the violation, and may result in discipline up to and including termination for an initial violation.