

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 260	Rescinds: 07/01/13
Subject: Employee Address, Telephone Number, and Personnel Rosters	NYS Accreditation:
Effective Date: 05/20/2019 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish policy and procedure for maintaining a personnel roster.

II. POLICY

- A.** All employees must keep their residence address and telephone number(s), whether listed or unlisted, current with the Seneca Falls Police Department and must report any change immediately.
- B.** Employees who do not have a telephone must comply with the address requirement and provide an alternate telephone number. Any person designated by the employee may be selected but must have agreed in advance to be an alternate and make the necessary departmental notification to the employee when so requested.
- C.** Duplication of any Seneca Falls Police Department personnel roster is forbidden unless authorized by the Chief of Police. Each authorized copy shall be held for reference in a secure location.
- D.** Information contained in personnel rosters shall not be released by any employee to someone who is not employed by the Seneca Falls Police Department unless authorized by the Chief of Police.

III. PROCEDURES

- A.** Employees will immediately update the General Information section in Aladtec upon change of address, telephone number, or alternate telephone numbers, Primary Emergency Contact Information and Secondary Emergency Contact Information.