



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: I-21 APPROVED: \_\_\_\_\_  
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 1/1/2001 Reviewed/Revised: May 1, 2010

SUBJECT: **Employee Telephone Number, Electronic Contact Information,  
Addresses and Emergency Notification Data**

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I. PURPOSE:

To establish a policy and procedure for the maintenance of a current off-duty contact listing for all department personnel.

II. POLICY:

- A. It is the responsibility of every employee to notify the department of any changes in telephone number, residence/ mailing address, and any electronic means of contact available. This includes beeper, cellular phone, or email communication possibilities.
- B. The employee will make notifications within 24 hours after any change has been made in the contact information on file with the Department.
- C. All employee address, telephone number(s) and contact information is confidential and will not be released except to authorized persons.

III. DEFINITIONS:

None.

IV. PROCEDURES:

A. Responsibilities:

- 1. All department employees will:
  - a. Complete an “Employee Information” form advising of any changes in telephone number and/or address (see Appendix).
  - b. Submit the completed “Employee Information” form to their respective Division Commander.
- 2. The Division Commanders will forward the form to the Director.
- 3. The Director will ensure that all “Employee Information” forms received are forwarded to the department Records Clerk for filing and computer data entry within one (1) working day after date of his receipt.

4. The Records Clerk will:

- a. Receive all completed “Employee Information” forms from the Director.
- b. Ensure that these forms are placed in the employee’s department personnel file.
- c. Ensure that appropriate computer data entries are made within one (1) working day after date of the Records Office receipt.
- d. Ensure that the employee telephone listing and contact information maintained in the Dispatch Center is immediately updated as required.
- e. Publish for the Director an updated listing of current employee telephone numbers, contact information and addresses as required.

V. APPENDICES:

CSULA Confidential Employee Information Form. [Visio: Confinfo 2/99]

**California State University, Los Angeles  
Department of Public Safety  
Confidential Employee Information**

Visio: confinfo 2/99

Name: [Last, First, MI]		Date:
Residence Address: [street, city, zip]		
Mailing Address: [street, city, zip]		
Home Phone # Area Code: <input type="text"/>	Beeper # Area Code: <input type="text"/>	
Cellular Phone # Area Code: <input type="text"/>	Other # Area Code: <input type="text"/>	

**Contact Person In Event of Emergency**

Name:	Contact Telephone # Area Code: <input type="text"/>
Alternate Contact # (beeper, cellular, etc.) Area Code: <input type="text"/>	Alternate Contact # (beeper, cellular, etc.) Area Code: <input type="text"/>