

PERSONNEL INFORMATION REPORTING

1. **PURPOSE:** The purpose of this directive is to provide uniform procedures for the reporting and maintenance of employee status information.
2. **POLICY:** It is the policy of the Huntsville Police Department to maintain current information on the status of all personnel.
3. **SCOPE:** This directive is applicable to all personnel.
4. **RESPONSIBILITY:** All personnel will be responsible for complying with this directive.
5. **PROCEDURES**

A. Information Entry for New Employees

1. The Chief of Police's Administrative Aide will have new employees will fill out the HPD Personnel Information Change Notice Form (HPD form 203.5 F1). All information will be completed, except Shift Assignment.
2. The Administrative Aides will enter the information into the Records Management System and IA Pro.
3. After the information is entered into both programs, the Administrative Aide will indicate "entered" at the top of the form, will initial the form, and then will scan it into the employee's 201 file.

B. Information Updates for Current Employees

1. All personnel shall report any changes in their name, address, telephone numbers, shift assignment, off days, radio identifier, bureau, precinct, division and/or squad assignments, names and telephone numbers of emergency contacts, and completed education using HPD form 203.5 F1. The employee shall submit the completed to their appropriate Precinct/Division Secretary or Administrative Aide, depending on assignment. The form must be submitted within 72 hours of any change.
2. The Precinct/Division secretary will immediately review the form and then forward it to their Bureau Commander Secretary.

3. The Bureau Commander Secretary or Administrative Aide will update the employee's information in the Records Management System and IA Pro, indicate "entered" at the top of the form, initial the form, and scan it into the employee's 201 file.
4. All changes in radio designators or assignments that affect radio designators will be forwarded to the Communications Division at least 48 hours before the effective time. The Shift Commander or Lieutenant responsible for the changes will forward a new duty roster with the changes clearly noted. The Lieutenant will follow up with Communications to ensure the new roster was received.
5. Changes in an employee's marital status, number of dependents, or payroll deductions will be made by the employee, in person, at the City Department of Human Resources.