University of Cincinnati

Department of Public Safety
Policies and Procedures

Title	SOP Number
Department Structure, Organizational Chart, and Recall Lists	**1.1.100**

Approval Signature
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Reviewed/Revised by	Pages 3

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Department Structure, Organizational Chart and Recall Lists

I. **Purpose:** The purpose of this policy is to provide an overview of the structure of the University of Cincinnati Department of Public Safety. In addition, it guides the maintenance and distribution of the master Recall List, the Landline List, and the Organizational Chart for the Department of Public Safety.

II. **Policy:** It is the policy of the University of Cincinnati Department of Public Safety to maintain current information on the department structure, and employee information to be used for official use.

III. **Information:** The Department of Public Safety is organized in a chain-of-command system in each of its Divisions, with clear lines of authority that is vested in managers/supervisors. The Department's structure is captured on the Department's Organizational Chart and will reflect the chain-of-command and functional responsibilities. Likewise, the Department of Public Safety maintains current contact information for ALL employees of the Department, including telephone number(s), address location, and emergency contact person(s) that can be reached in the event of an emergency. Finally, the Department maintains a list of landline desk telephone numbers to facilitate communications between Public Safety employees.

IV. **Procedure:**

A. All employees of the Department of Public Safety will provide their supervisor with the necessary contact information as specified above. Personnel are responsible to update their contact information with their supervisor within twenty-four (24) hours when changes occur. In addition, personnel are responsible to update their contact information through the University of Cincinnati directory.
   1. Supervisors will provide this information to the Unit Operations Coordinator.
   2. This information will be considered confidential and is for official use only and shall not be disseminated outside the Department of Public Safety or published in such a manner that is accessible outside the Department of Public Safety.
   3. Any requests for personal contact information (addresses, personal telephone numbers, emergency contact information, etc.) that emanates from outside the Department of Public Safety requires the express written permission of the involved employee before the information may be released.

B. The Public Safety Unit Operations Coordinator is responsible for maintaining, updating, and disseminating the Public Safety Organizational Chart, the Landline List, and Recall List.
   1. The master copy of the Organizational Chart, the Landline List, and the Recall List will be maintained by the Unit Operations Coordinator.
   2. The Landline and Recall List are considered **confidential** information and will be used for business purposes only.
   3. When any updates are made to the Landline or Recall List, the Unit Operations

Coordinator shall add the update to the list maintained on the Executive Drive. A copy of this list will be shared on the Dispatch Drive. This will provide communications personnel with immediate access to a personnel roster containing the address and contact telephone number of every agency employee.

    a. The Unit Operations Coordinator will also email a copy of the updates to the Emergency Communications Manager and Computer Information Analyst.

4. The Emergency Communications Manager will utilize the recall list to maintain lists for Police Officers, Security Officers, Dispatchers, EMAC, and Civilians in Rave Alert.

    a. Each UC semester, a test message will be sent to each recall list in Rave Alert to verify the accuracy of the information on each list.

5. On an annual basis, the Inspections Lieutenant will verify that the recall list has been updated and the Rave Alert test messages have been completed.

6. A master copy of the Organizational Chart will be maintained on the Executive "X" drive. A copy of the current Organizational Chart will be maintained by the Unit Operations Coordinator in the "ORG CHART" folder on the "P" drive that is available to all personnel.